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I. Introduction

This document provides a reference guide that can be used by system users to carry out duties and responsibilities of a sports organization.

The Affinity Sports Online Management System has been developed to provide many features, functions, and capabilities in terms of administrative flexibility, efficiency, customization, reporting, and software enhancements to both the Association and their members. For instance, software enhancements will no longer require downloading a separate software program and installing updates on your computer. The web capabilities of the system allow such actions to take place transparently to the user. Also, the system allows the printing of member passes and rosters directly at the league or club level. The system also is also capable of allowing a league to coordinate several simultaneous and different seasons. Finally, integrates all Sports Association member programs dealing with risk management, coaching education, ODP, State Cup, Tournaments and discipline to insure compliance with the Association's business rules governing registration and membership.

Affinity Sports provides numerous features that many users will take advantage of, but other registrars will use the system to simply add players, teams, and administrators and print rosters and member passes. The depth to which a user will embrace the system is largely governed by his/her available time, computer expertise, and interest. The Affinity System is constantly undergoing enhancements and improvements and as new features are brought online, users will be notified of these features by weekly email updates describing these updates and how they can be used. This reference guide is divided into several sections dealing with configurations, player and administrators, teams, and reports.

Where necessary, a **TIP** has been added for additional information.

II. User Guide

Welcome to **Affinity Sports** Online Registration and Team Management System, a web-enabled sports organization management system. This system will enable users the ability to administer and manage their Leagues, Clubs, teams, players, parents, coaches and administrators. The following information provides users with a reference guide outlining the various functions of the Affinity System and how to use them.

A. Log on to the new Affinity System

- **Access** the system at: [http:// \[association url name\]](http://[association url name])
- **Enter** Your Username and Password in the left navigation area shown below:

The screenshot shows the Affinity Sports Online Registration and Team Management System login page. The header features the text "Affinity Technologies - Sports" and "SAN DIEGO" on the left, and the "AFFINITY SPORTS" logo on the right. Below the header, there are two tabs: "Registration" and "Tournament". The main content area is divided into three sections. On the left, under the "USER LOGIN" heading, there are input fields for "Username:" and "Password:", a "Login" button, and a list of links: "Forgot Password", "Activate Account", "College Coach Signup", "Player Profile Signup", and "College Coach Attending". Below these links, there is contact information: "Tech Support at 800 808 7195 (toll free)" and "Contact Us (Email)". In the center, there is a large "US YOUTH SOCCER" logo. On the right, under the "ASSOCIATION HOT SHEET" heading, there are three sections: "Online Registration set to open for Spring/Summer Sessions", "League Registrars Online!", and "Coaches & Team Managers - Verify team rosters, use 'Activate Account'". At the bottom, there is a footer with the "AFFINITY SPORTS" logo, the copyright notice "Copyright © 2007, Affinity Development Group, All Rights Reserved.", and the text "Terms of Use and Privacy Policy are applicable to this site."

- Access is now provided to a system user based on permission levels established by your association.

Affinity Technologies - Sports
SAN DIEGO

My Account | **Leagues & Teams** | **Administration** | **Tournament**

Change Login
ADC\pacelli - Affinity S
Fall 2006

»»Districts
»»Leagues
»»Clubs
»»Team
»»Players / Admins
»»ID Cards
»»Reports
»»Event Manager

Sign Out Here
Tech Support at
800 808 7195
(toll free)
Contact Us (Email)

US YOUTH SOCCER

AFFINITY SPORTS

Welcome ADG Support - LP

Welcome to the Peachtree City Youth Soccer Association Registrar toolset.

On the left hand side of the screen you will see other menu choices that support the 4 main buttons. These choices provide additional capabilities and features for managing your league.

Finally, you will also find additional menu selections in the form of tabbed sections that provide additional options and selections.

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B. My Account

The Affinity System provides a My Account login for every user of the system. Based on the users profile this provides the ability to:

- Edit their user records,
- Children records,
- Add more family members
- Edit and update team rosters
- Print Required Forms
- Print Electronic Legal Agreements
- Reregister players for new seasons,
- Reregister players Tryouts and ODP.
- Create an Application as an Administrator
- If a Team Manager Role Register Teams to Tournament, Gaming Circuits
- Register events or classes
- Access Team Rosters
- Additionally users can access past seasons information.

Affinity Technologies - Sports
SAN DIEGO

My Account Joe Pen

»My Account
»Consolidate Logins
»Game Schedule
»Player Lookup
»Admin Lookup
»Profile Lookup
»Event / Class Lookup

Sign Out Here
Tech Support at
800 808 7195
(toll free)
Contact Us (Email)

My Account [Notices](#) [Instructions](#)

My Info
Joe Pen
1234 Main Street
Frederick, MD 21701
W: (444) 555-6666
H: (301) 888-8888
C: (301) 555-3333
F: (999) 888-0987
[Edit](#)

Family Members

Name	Relationship	Action
Joe Pen	Mother	Edit
Little Pen	Player	Edit
Hello Pen	Player	Edit
Susie Pen	Player	Edit

[Create Player Registration](#)
[Create Coach Registration](#)

Registration Applications [Current](#) [Past](#)

Spring 2006

Name	Club	Playlevel	Age	Status	Date	Forms
P Hello Pen	Gene Test Club - 01	Silver	U14	Pending	3/15/2006	Forms
Join Team By Assignment Code: <input type="text"/> Submit Payment Edit						
P Susie Pen	Gene Test Club - 01	Gold	U13	Pending	3/14/2006	Forms
Join Team By Assignment Code: <input type="text"/> Submit						
A Joe Pen	Gene Test Club - 01	Gold		Assigned	2/28/2006	Forms

Teams [Current](#) [Past](#)

Team	Team ID	Season

C. Consolidate Logins

TIP: Users that have more than one user account can consolidate their logins which will create a drop down menu. This allows the user to switch roles without signing off the system.

Example: If you have been added as an Administrator User you will have a log in to access your club from an Administrator. If you are Team Administrator you will have a separate log in to access your teams and players.

To "Consolidate Logins" **Click** in the left navigation area **Consolidate Logins** enter the username and password for each role that has been created for you on the system. **Click** "verify" **Button**. Once you have added and verified all of your username **Click** the **back** **Button** to return to the My Account screen. Now you can simply move from role to another simply by selecting from the drop down in the left navigation area.

Affinity Technologies - Sports
SAN DIEGO

My Account / Consolidate Logins [<< Back](#)

Please input a username and password for each username. Only change the Url if you the username belongs to a different Operator/Association. Press the "verify" button next each username and password to verify that username and password. When you are done please click the "<< Back" button to return to the My Account page.

Username	Password	Url	verify	clear
coach999	*****	demo.affinitysoccer.com	verified	clear
		demo.affinitysoccer.com	verify	clear
		demo.affinitysoccer.com	verify	clear
		demo.affinitysoccer.com	verify	clear
		demo.affinitysoccer.com	verify	clear
		demo.affinitysoccer.com	verify	clear
		demo.affinitysoccer.com	verify	clear
		demo.affinitysoccer.com	verify	clear
		demo.affinitysoccer.com	verify	clear
		demo.affinitysoccer.com	verify	clear

US YOUTH SOCCER

AFFINITY SPORTS

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III. Affinity System

Once you login, your personal **Welcome** screen appears in the “Leagues & Teams” section of the system. From here users can manage and configure their league and or club.

A. Basic Navigation

The system has several areas of navigation

- Top Tabs
 - My Account: This is used to access the account information
 - Leagues and Teams: This is used to access the District, Leagues, Clubs and Teams functions such as
 - District Configurations
 - League Configurations
 - Club Configuration
 - Team Lookups
 - Player/Admin lookups
 - ID Cards
 - Reports
 - Event Manager functions
 - Tournament: This is visible to those individuals that have the Tournament/Gaming module access.
- Left Hand Drop Downs
 - Organization
 - Season dropdown

TIP: *at the top left hand corner of the screen is a drop down box for SEASON. If your league is coordinating more than one season at a time, make sure that the correct season is selected from the drop down menu in the left navigation area*

B. Configuring Leagues and Clubs

This section will provide steps on how to set up and configure the Affinity System for the League and/or Club.

The following key [**L= League and C=Club**] appears next to each specific function heading. This lets the user know if this function is available at their level to use.

- Login with the username and password that has been created for you.

Select “**Leagues & Teams**” top navigation and Click “Leagues” or “Clubs” from the left navigation area.

This will open the information screen for a League or Club and the user can now configure their seasons, play types, and age Groups. Additionally the Affinity System provides tools to manage online registration forms add and customize screen content and the message templates for use with the email messaging features. The following steps and images will provide you information on how to configure and set up the League and/or Club.

Note: *Seasons, Play Types and Age Groups must be configured and activated at the Association level before the League/Club can designate their play levels and age groups for the season.*

My Account
Doreen Tanaka
Oahu League

2007-2008

Leagues
Create
Edit
Home Venues/Fields

Clubs

Team

Players / Admins

ID Cards

Reports

Home Venues/Fields

Assign Game Schedule

Head Coach Games

Sign Out Here
Tech Support Contact

US YOUTH SOCCER.

Leagues & Teams | Player Administration | Administrators | Tournament

Leagues / Find, Edit, Delete a League | Oahu League

League Config | Registration | Security | Teams | Events | Messaging | Content

League Info | Payment | Billing

Use this form to edit this League.

Use the tabs to edit additional information on those tabs.

Disabled fields cannot be edited if there are 1 or more teams for this League in any season

When creating a domain url please use the following naming convention: Association brief name [example: asysa], followed with a hyphen [-] league or league name [example: deasoleague] followed by .sportsaffinity.com.

Note: If you are establishing domain URL's at the club level it is not necessary to establish these at the league level or if you are establishing at the league level it is not necessary to establish at the club level.

District*
Oahu District

League Status*
Active (Can Configure New Season)

League Name*
Oahu League

League Short Name

League Number*
OL

Domain Name (Host Header Detection URL)
delete

Adult Age (the legal guardian age)

Use Payment Plans ☐ Yes ☒ No

	All Seasons	This Season
Active Teams :	0	178
Non Active Teams :	0	49

* Are required fields

Cancel Update

1. League Config Screen – League Info (Above)

- League/Club Name:
 - Leagues are created by the State Association
- League/Club Short name:
 - This is used by the system where the long Name will not fit the field.
- Active Teams:
 - Displays the number of active teams for the all seasons
- Non-active teams:
 - Displays the number of active teams for all season

2. Payment Screen – [L Only]

The screen below is the set up screen for configuring the type of payments offered by a league or club. This is done only at the League (parent) level and should not be repeated at the club level.

Note: *Admin option is for backend management of payments. User is for public Online Registration options.*

The screenshot shows the 'Payment' configuration screen for a league. The left sidebar contains navigation links: Leagues, Create, Edit, Home Venues/Fields, Clubs, Team, Players / Admins, ID Cards, Reports, Home Venues/Fields, Assign Game Schedule, Head Coach Games, Sign Out Here, and Tech Support Contact. The main content area has tabs for League Config, Registration, Security, Teams, Events, Messaging, and Content. The 'Payment' tab is selected, showing a form to edit payment configuration. The form is divided into three sections: Credit Card, Electronic Check, and Manual Deposits. Each section has a table for configuring payment types, including checkboxes for Admin and User access, and input fields for Percent Fee and Fixed Fee. The Credit Card section includes options for American Express, Discover, Mastercard, and Visa. The Electronic Check section includes an option for Electronic Check. The Manual Deposits section includes options for Cash, Cashiers Check, Check, Discount, Donate, Financial Aid, Free, Money Order, and Scholarship. Each section also has checkboxes for 'Make Public', 'Active', 'Auto Setup', and 'Hide Fees', and a 'Gateway Processor' dropdown menu. 'Save Settings' and 'Clear Settings' buttons are present at the bottom of each section.

- **Click** on configure "Credit Cards", "Electronic Checks" and "Manual Payments" to open the payment grid.
- **Credit Cards** – check the payment type boxes for those cards you wish to accept and check Admin and User boxes for those cards; "Save Settings". Continue this same process with **Electronic Check and Manual Payments**.

NOTE: *If you are utilizing the Affinity Sports Merchant Account – you will need to contact the Account Manager who will assist you with percentages and fixed fees. If you are utilizing your own merchant account you will need to input the percentage and the Account Manager can provide you the fixed fees. Affinity Sports highly recommends that you contact us to assist you with this area.*

3. Billing [L – C]

The screen below is used to configure the Billing information for the League or Club. This same interface for the Billing information configuration is available to independently configure the League, Club and module level.

The system provides for a downward configurations capability. This means that if the Billing information is configured at the Association level and the lower levels are not configured then the configuration defined at the higher level will take precedence.

This information is used by the system to Print on the Payment coupons for those individuals that are sending manual payments for the registration.

The screenshot shows the 'Leagues & Teams' section of the Affinity Sports System. The user is logged in as Doreen Tanaka, Oahu League, for the 2007-2008 season. The left sidebar contains navigation links for My Account, Leagues, Clubs, Teams, Players / Admins, ID Cards, Reports, Home Venues/Fields, Assign Game Schedule, and Head Coach Games. The main content area is titled 'Leagues / Find, Edit, Delete a League' and 'Oahu League'. It features tabs for League Config, Registration, Security, Teams, Events, Messaging, and Content. The 'Billing' tab is selected, showing a form to edit billing information. The form includes fields for 'Make Checks Payable To (Defaults To League Name)', 'Use address below for billing (Defaults to Primary User)', 'Address Line 1', 'Address Line 2', 'City', 'State' (a dropdown menu showing 'HI'), 'Zip', 'Work Phone', 'Fax', 'Email Address', and 'County'. A note states: 'Use this form to edit the billing information for this league. This should be used to configure information shown to your registrants when contacting you for billing concerns. * Are required fields when the billing contact information is used.' An 'Update' button is at the bottom right. The US Youth Soccer logo is in the bottom left corner of the form area.

- Make Checks Payable to(Defaults to League or Club Name)
 - This accepts alpha numeric characters
 - It defines the Receiving Organization for the manual payment.
- Use Address below for billing (Defaults to Primary User).

4. Registration [L – C]

Under the "Registration" tab there are several sub-tabs with functions to set up and configure seasons, play types and age groups. Configurations are also done in this area for Online Registration; that includes customized text, creating custom fields and electronic legal agreements and setting specific parameters for Online Registration.



a. Setting up the Season

Once the Association has opened up the season, the League and Club levels need to configure the season.



- **Select Registration – Season**

This will open the season screen and will list all the active seasons created by the Association.

- ✓ **Click** on the **[+]** next to the season you want to configure for you league/club. This step must be done at the **League Level** and the **Club Level**.

NOTE: *You will need to be sure that you have created the Levels of Play prior to configuring your season. (See Levels of Play section)*

- ✓ **Check** the play type and the ages that you allow to register for a specific play type.

- ✓ ☐ **Check** "YES" show on public registration
- ✓ ☐ **Check** "YES" requires payment.
- ✓ **Automatically Accept Registration** – You can ☐ **check** YES if you want to automatically accept players registering Online or **NO** if the club wants to accept the player after they have registered ONLINE.
- ✓ **Activate Pub Reg ON** – you can a date or leave this field blank
- ✓ **Deactivate Pub Reg On** – you can a date or leave this field blank
- ✓ **Charge Reg Late Fee From** – a date only if you plan to charge a registration late fee.
- ✓ **Show Application Types** – ☐ both Coach/Admin and Player.
- ✓ **Update** – when you have completed the above steps for all play types and age groups.

NOTE: *The age groups in the season grid are player seasonal ages not Team Age Groups. You will need to check any age accepted by your club. Example: U7 is a 6 year old; however your club may only have U8 and up Teams but you allow 5, 6 and 7 year olds to be rostered to a U8 team.*

League Config Registration Security Teams Events Messaging Content

Season Custom Fields Level Of Play Fees Fields Billing Travel Requests

Place a check box in each season this league allows applications.

Select Yes or No for each selected season. Select Yes if that season requires a payment for that season. This configures that season to have its payments managed by the system.

Click the "Update" button to save your changes.

Show Try Out activation Link: ☐ Yes ☒ No

Season Name	Season ID	(Application FirstDay - Application LastDay)	
ODP Fall 06	77	(07/01/2006 - 09/04/2006)	<input checked="" type="checkbox"/>
2005-2006	6	(07/01/2005 - 07/31/2006)	<input checked="" type="checkbox"/>
2007-2008	123	(07/01/2007 - 07/31/2008)	<input checked="" type="checkbox"/>

☒ ALL (click to check all play types and age groups)

☒ Competitive (click to check all age groups)

☒ U06 ☒ U07 ☒ U08 ☒ U09 ☒ U10 ☒ U11 ☒ U12 ☒ U13 ☒ U14 ☒ U15 ☒ U16 ☒ U17 ☒ U18 ☒ U19

Show On Public Registration? ☒ Yes ☐ No

Requires Payment? ☒ Yes ☐ No

Automatically Accept Registration? ☐ Yes ☒ No

Activate Public Reg. On:

Deactivate Public Reg. On:

Charge Reg. Late Fee From:

Show Application Types ☒ Coach / Admin ☒ Player

Application Page Text

Thank You Page Text

My Account Button Text

b. Creating Levels of Play [L ONLY]

Before configuring your season [a. **Configuring Season**] it is necessary to create Level of Play for the league/club.

The screenshot shows the 'Leagues & Teams' section for 'Oahu League'. The 'Registration' tab is selected, showing a table of existing play levels and a form to create a new one.

Play Level	Code	Type	# Teams	
Competitive	C	Competitive	864	edit
Recreational	R	Recreational	0	edit delete

If there are 1 or more teams, then the delete option will be disabled.

*Are required fields

Form fields:

- Type of Play: Please Select (dropdown)
- Play Level: (text input)
- Play Level Code: (text input)
- Create (button)

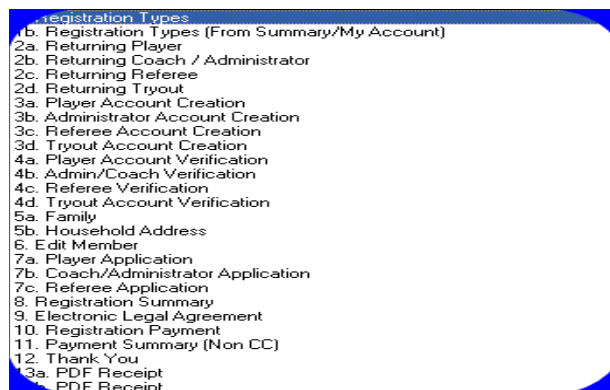
- ✓ **Select** **Registration – Level of Play**
- ✓ **Select** from Type of Play drop down one of the Play Types listed
- ✓ **Enter** the leagues play level – Example: Select Type of Play Competitive
Input Play Level "Comp", input a play level code of [C].
- ✓ **Click** "Create"
- ✓ **Add** additional Levels of Play following the steps above until all have been created

TIP: You can edit play levels at any time. Once teams have been created the delete function is no longer available.

c. Registration – Fields [C]

The “Fields” area is used to customize the Online Registration process. Users can create and add instructional text to the registration screens. This feature is primarily used by Leagues and Club who offer Online Registration. It is recommended that you customize your **Online Registration Fields** at the **Club Level** or the same level where your domain URL has been created.

- ✓ **Select** **Registration “Fields”**
- ✓ **Select** from the drop down menu the online form you wish to edit



- ✓ Field labels will be displayed and you can elect to show, hide or require a specific field.
- ✓ Customize the text that appears that appear on the screen.

Note: HTML format is used to include line breaks, fonts, and font color.

d. Creating Custom Fields

Custom Fields can be created at the League and Club levels. Custom fields are part of the Online Registration process and can be created for players and administrators.

My Account
Doreen Tanaka
Oahu League
2007-2008

Leagues & Teams | Player Administration | Administrators | Tournament

Clubs / Find, Edit, Delete a Club HSC Bulls

Club Config | Registration | Security | Teams | Events | Messaging | Content

Season | Custom Fields | Fees | Fields | Billing | Travel Requests

Use this form to edit the Club's custom fields. Custom fields will be asked on the player and administrator applications, and will be added to all of the administration screens. Some field types require you to input field size, and others require you to input a list of options for the user to select from.

Example:
Radio Buttons
☐ Option 1 ☒ Option 2 ☐ Option 3

Check Boxes
You can use one checkbox by itself for a single-choice selection of opposite choices, such as those that can be answered with "yes/no," "true/false," or the "not" of the indicated choice. Since the label of a single checkbox will only identify one of the two choices, make sure your users understand what the unchecked choice means. It would probably be inappropriate to use a single checkbox for the choice "A4 Paper" for example, because the paper size represented by the unchecked state would be ambiguous to most users. If there is any doubt whether users will understand both choices from a single label, use two radio buttons instead. Then both choices will be explicitly labeled.

Field Title*
Volunteers Needed

Field Type*
Radio Button

Field Size**

Options (text | order)**
Field Worker | 0
Concessions | 0
Registration Day | 0
Picture Day | 0
Car Pool | 0
Not At This Time | 0

Option Text
Display Order
Add Option

☐ Allow multiple options to be selected at the same time

☒ Show on application
☒ Applies to players
☐ Applies to administrators
☐ Applies to referees
☒ This field is required to be input

Add Custom Field

- ✓ **Select** Registration – Custom Fields
- ✓ **Enter** Field Title
- ✓ **Enter** Field Type using the drop down menu
- ✓ If a **Text Box** is selected input the field size
- ✓ If **check boxes**, **radio Buttons**, or **drop down menus** are selected as the field type options, enter the option text and **Click** "Add Option". Continue until all options have been entered.
- ✓ **Check** the boxes to select how the Custom Field will be applied.
 - Show on Application
 - Applies to Players
 - Applies to Administrators
 - This field is required to be input
- ✓ **Click** "Create" **Button**
- ✓ Custom Fields that has been created will appear on the opening Custom field screen and can be edited or deleted at any time.

e. Security - Users

Add users to the League or Club. User information can be edited or deleted from the system at any time. Complete the blank user form and **Click** "Create" **Button**

The screenshot shows the 'Create User' form in the Affinity Sports System. The form is titled 'League Users Primary' and includes the following fields and options:

- User Type:** A dropdown menu.
- Billing Contact Info:** A section for contact information.
- Legal First Name, Middle / Initial, Legal Last Name, Suffix:** Text input fields.
- Business Title:** Text input field.
- Address 1, Address 2, Address 3:** Text input fields.
- Country:** A dropdown menu with 'United States of America' selected.
- City, State, Province, Zip / Postal Code:** Text input fields.
- Home Phone, Work Phone, Mobile Phone, Fax:** Text input fields.
- Email Address:** Text input field.
- Roles:** A list of roles with checkboxes:
 - ☐ Club Administrator - Custom
 - ☐ Club Administrator - Custom
 - ☐ League Registrar - Custom
 - ☐ League Registrar - Custom
 - ☐ League Registrar - Custom
 - ☐ League Registrar - Custom
 - ☐ League Registrar Assistant - Custom
 - ☐ League Board Member
- User Name, Password, Confirm Password:** Text input fields.
- Buttons:** 'Cancel' and 'Add Contact'.

f. Security – Security Roles

Affinity Sports has created several user roles to be utilized. Security roles can be created at the League and Club levels. Association created roles and system created roles can not be changed by a League or Club. To create a custom role for your league or club, **Check** or **uncheck** boxes to modify permissions and **Click** "Save Settings" **Button**

The screenshot shows the 'Security Roles' form in the Affinity Sports System. The form is titled 'Leagues / Find, Edit, Delete a League' and includes the following fields and options:

- Buttons:** 'Delete' and 'Save Settings'.
- Roles and Permissions:**
 - Administrator Administration:**
 - ☒ Create
 - ☐ Delete
 - ☒ Find
 - ☒ Application
 - ☒ Create
 - ☒ Locked Fields
 - ☒ Update
 - ☒ View
 - Club Administration:**
 - ☒ Create
 - ☐ Delete
 - ☒ Find
 - ☒ Update
 - ☒ View
 - Auto Roster:**
 - ☒ Cancel
 - ☒ Create
 - ☒ View
 - Fees:**
 - ☒ Create
 - ☒ Delete
 - ☒ Update
 - ☒ View

g. Teams

Selecting the Team Tab will return a page with a set of search Criteria's. The search criteria's are used to retrieve teams that need to be **Moved** to another club **[Function can only be performed by the Association]** or **Migrated** to another season.

This function is based on the user's role on the system, therefore based on the role the user may be able to Move and/or Migrate only certain information.

The function allows the authorized user to:

- Move teams from one club to another.
 - Migrate teams, administrators and players and any combination thereof to another season.
 - Migrate all Pending administrators
 - Migrate all Pending Players
 - The Migrate function allows the user to have the same teams available from one season to the next.
 - Using the Migrate function the system will automatically advance the Age of the Team according to the Age group Calculation configuration for the respective season.
 - If the Move function is selected the system will regenerate the appropriate Team code based on the District, League, or Club.
- **Move or Migrate a Team or Group of Teams**
 - ✓ Define the search criteria using the drop down menus for each field to search for a set of Teams or enter a team name or ID # to search for a specific Team.
 - ✓ Check the boxes on the left hand side of each team(s) to move or migrate and **Click "Move Selected" or "Migrate Selected" Button.**

The screenshot displays the 'Teams' management interface for the 'Oahu League'. The left sidebar contains navigation links such as 'My Account', 'Leagues', 'Clubs', 'Teams', 'Players / Admins', 'ID Cards', 'Reports', 'Home Venues/Fields', 'Assign Game Schedule', 'Head Coach Games', 'Sign Out Here', and 'Tech Support Contact'. The main content area is titled 'Leagues / Find, Edit, Delete a League' and includes tabs for 'League Config', 'Registration', 'Security', 'Teams', 'Events', 'Messaging', and 'Content'. The 'Teams' tab is active, showing search filters for 'Select Club' (HSC Bulls), 'Select Play Type/Level' (All Play Levels), 'Select Gender' (Boys), and 'Select Age Group' (Under 14). Below these are filters for 'Filter By Status' (All) and 'Filter By Counts' (No Count Filter). A table lists two teams: '01OL-06CB14-1422 HSC Bulls 94B Kaele' and '01OL-06CB14-1405 HSC Bulls 94B Kaula'. At the bottom are buttons for 'Move Selected Teams' and 'Migrate Selected Teams'.

Migrate Teams, Players and Administrators [L]

Important Rule: *The Migrate function cannot be reversed from the User Interface side. If you migrate Administrators, Players, or Teams and need to reverse the Migration you must call the Customer Support line to have the Migration Reversed.*

My Account
Doreen Tanaka
Oahu League
2006-2007

Leagues & Teams | Player Administration | Administrators | Tournament

Leagues / Find, Edit, Delete a League | Oahu League

League Config | Registration | Security | Teams | Events | Messaging | Content

NOTE: Migration is **NOT** reversible.
You will get only ONE (1) opportunity to migrate pending players and or a team and or members of a team per season. Individual options cannot be altered after a team has been requested for migration. So please be certain to choose ALL applicable options for that team and double check your selected options prior to requesting the migration. Teams in the highest age group can not be migrated, but their players and admins can be.

T	P	A	Team ID	Team Name	Level	Age	Parent Name	Status
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	01OL-06CB07-0702	HSC Bulls (00B - Ka'ula)	Competitive	BU07	HSC Bulls	Migrated
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	01OL-06CB14-1408	HSC Bulls (93B - Ka'ula)	Competitive	BU14	HSC Bulls	Migrated
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	01OL-06CB12-1213	HSC Bulls (95B - Ka'eie)	Competitive	BU12	HSC Bulls	Migrated
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	01OL-06CB12-1205	HSC Bulls (95B - Ka'ula)	Competitive	BU12	HSC Bulls	Migrated
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	01OL-06CB11-1112	HSC Bulls (96B - Ka'eie)	Competitive	BU11	HSC Bulls	Migrated

5 Teams

All teams listed have already been migrated to the selected season.

To Season*
2007-2008

Now you can only migrate pending application
☐ Migrate All Pending Admins
☐ Migrate All Pending Players

Cancel Migrate Request | Save Migrate Request

- ✓ Once the Teams are selected **Click** the "**Migrate Selected Teams**" **Button**
- ✓ Select the season from the drop down menu you want to migrate to.
- ✓ Use the select all to migrate all Administrators, All Players and All Teams or check the individual columns to migrate any individual or combination of the three items to the selected Season.
- ✓ If not satisfied with the selection **Click** "**Cancel Migration Request**" **Button**
- ✓ Otherwise **Click** "**Save Migrate Request**" **Button**
- ✓ Verify that data has been migrated to the new season by performing a search in Team Look-up, Admin Look UP or Player Look-UP. Migrating teams to a new season automatically advances the age group of the Team.

Tip: *U19 Teams [T] cannot be migrated as these players have aged out. However you can migrate the players [P] that are under 19 and the administrators [A] to the new season.*

h. Messaging [L-C]

The Affinity System provides users with a messaging function. The Messaging function provides users with the capability to:

- Send email from various areas of the system such as the Player, Administrator, Parent, Team lookups, Team rosters.
 - Have the system send email based on certain functional triggers in the system such as Player submitting applications, payment plan notifications.
 - View all of the email messages sent by the user through the system and verify that they have been sent.
 - View all of the email messages sent by the system based on various triggers and verify that they have been sent.
 - View unsent emails and have the capability to resend the emails.
 - View, edit, and activate the email templates for the various triggers.
 - Part of the Messaging function provides several sub functions:
- **Messaging/Route Request**
 - ✓ By **Clicking** the "**Route Request**" sub-tab the system will display the following page:

My Account | Leagues & Teams | Administration | Tournament

Change Login
ADC\pacelli - Cal Sout
Fall 2006-2007

»Districts
»Leagues
 ■ Create
 ■ Find / Edit / Delete
 ■ Team Role Setup
»Clubs
»Team
»Players / Admins
»ID Cards
»Reports
»Event Manager
Sign Out Here
Tech Support at
800-817-5977
(toll free)
Contact Us (Email)

Leagues / Find, Edit, Delete a League DMCV Sharks

League Config | Registration | Security | Teams | Events | **Messaging** | Content

Route Requests | Templates

Sent (359) | Unsent (5)

Configure the message routes which control what messages get sent out to the users.

Msgs	Template	Recipient Name	Status / Error	Date
1	Player Registration Thank You		Successful (1)	4/6 09:13
1	Player Registration Thank You		Successful (1)	4/6 09:12
1	Player Registration Thank You		Successful (1)	4/6 09:12
1	Player Registration Thank You		Successful (1)	4/3 13:16
1	Player Registration Thank You		Successful (1)	4/3 13:16
1	Player Registration Thank You		Successful (1)	4/3 13:15
1	Player Registration Thank You		Successful (1)	4/3 13:14
445	Admin Message		Successful (1)	3/30 15:14
433	Admin Message		Successful (1)	3/30 15:05

- ✓ The page provides two sub-tabs on the right hand side:
 - Sent Messages
 - Unsent Messages
- ✓ **Clicking** the "**Sent Messages**" sub-tab the system displays:
 - The list of Batches of messages that were sent.
 - Columns Displayed:
 - Msgs: The number of Messages that were sent in the batch
 - Templates: The Template that was used to send the email

- Recipient name: From this page since the system displays a batch it does not show the name of the recipient.
 - Status/Error: Status of the batch sent.
 - Date: The Date and Time that the Batch was sent.
- ✓ By **Clicking** on an individual line, which represents a batch the system displays the following page:

League Config Registration Security Teams Events **Messaging** Content ☐ ☐

Route Requests **Templates**

Shown below are the individual messages which were part of this message route.

Media	Subject	Sender	Recipient	Error	Date	Action
Email	Thank You for Registering, Mother Adg5	Affinity Soccer Support	Mother Adg5	Message Suppressed Would Cause Duplicate	n/a	resend

[< < Back to Route List](#)

- Columns Displayed:
 - Media: represents the media type that was used to send the message
 - Subject: Is the subject of the email
 - Sender: Displays the sender of the email
 - Recipient: Is the recipient of the email
 - Error: Provides any information about the email sent.
 - Date: Displays the date and Time that the email was processed.
 - Action: provides the action that can be performed on the email.
- ✓ By **Clicking** on an individual line, which represents a message the system displays the following page which shows the specific message sent.

Message Route Detail

Shown below are the individual messages which were part of this message route.

Media	Subject	Sender	Recipient	Status / Error	Date	Action
Email	Carlsbad	Kathy Stanton	Aaron Martinez	Message Sent	n/a	resend

The Carlsbad Cup Soccer Tournament cordially invites your team and club to participate in our Inaugural Tournament. This is a Class I Tournament, open to USYSA and FIFA affiliated teams and AYSO registered teams. All teams are guaranteed 3 games, 1st and 2nd place team awards will be awarded in a special presentation and 1st and 2nd Place Club Trophies will be presented to Clubs with 3 designated teams entered in the Club Cup Age Groups. We will also Turf to Surf Friendlies for a tune up to Surf Cup. The tournament will be played in the beautiful beach community of Carlsbad on fabulous fields, most of which are Turf. Play Dates are July 21-23 We enjoy a mild 70 degree climate and are only 30 minutes away from downtown San Diego, the world famous San Diego Zoo, Sea World, Wild Animal Park and Legoland. For more information and registration visit lightningsoccerclub.com and click on the Tournament Logo on the left hand Navigator.

[< < Back to Route Detail](#)

- ✓ **Clicking** the **Unsent** sub-tab on the right hand side the system displays:
- A list of messages that was unsent.
 - Columns displayed:
 - Msgs: The number of Messages that were sent in the batch. If the column shows a zero that means that there was no message to be sent.
 - Templates: The Template that was used to send the email
 - Recipient name: From this page since the system displays a batch it does not show the name of the recipient.
 - Status/Error: Status of the batch sent.
 - Date: The Date and Time that the Batch was sent.
 - Action: The action can be to:
 - Resend the message
 - Delete the message

LEAGUES & TEAMS **ADMINISTRATION** TOURNAMENT

Associations / Find, Edit, Delete a Association Test

Association Config Registration Security Teams Events Tournament **Messaging** Content ☒

Route Requests Templates

Sent (36) **Unsent (8)**

Configure the message routes which control what messages get sent out to the users.

Msgs	Template	Recipient Name	Status / Error	Date	Action
0	Registration Thank You Coach1	Test	No Error - Processing (0)	3/15 13:10	resend delete
0	Registration Thank You Melissa Lynn		No Error - Processing (0)	3/15 11:44	resend delete
0	Registration Thank You Natalie Coach		No Error - Processing (0)	3/15 11:17	resend delete
0	Registration Thank You Russell Pumpkin		No Error - Processing (0)	3/15 11:11	resend delete
0	Registration Thank You Fffff Aaaaa		No Error - Processing (0)	3/14 18:40	resend delete
0	Registration Thank You Parent Onetest		No Error - Processing (0)	3/13 12:19	resend delete
0	Registration Thank You Stephanie Lowery		No Error - Processing (0)	2/2 20:24	resend delete

Note: Users can view all their messages sent through the system under "My Account - Message Center. Message will be listed by From, Subject and Received Date. User can click on subject title to view the message.

- **Templates**

- ✓ By **Clicking** the **Templates** sub-tab the system will display the following page:

The screenshot displays the 'Registration Message' configuration page. The sidebar on the left contains navigation links such as 'My Account', 'Change Login', 'Referees', 'Districts', 'Leagues', 'Clubs', 'Team', 'Players / Admins', 'ID Cards', 'Reports', 'Event Manager', 'Sign Out Here', and 'Tech Support Contact'. The main content area has tabs for 'League Config', 'Registration', 'Security', 'Teams', 'Events', 'BGC Direct', 'Messaging', and 'Content'. The 'Registration' tab is active, showing a table of message templates.

Message Template	Media	Modified	Active	Owner/Type
Admin Message	1	1/31/2005	<input checked="" type="checkbox"/>	parent
Administrator Registration Thank You	1	8/7/2006	<input checked="" type="checkbox"/>	parent
Administrator to Travel Request	1	1/31/2005	<input checked="" type="checkbox"/>	parent
Payment Reminder	0	3/29/2007	<input checked="" type="checkbox"/>	self
Player Message	1	1/31/2005	<input checked="" type="checkbox"/>	parent
Player Registration Thank You	1	4/22/2005	<input checked="" type="checkbox"/>	parent
Referee Registration Thank You	1	8/7/2006	<input checked="" type="checkbox"/>	parent
Registration Email Team	1	1/31/2005	<input checked="" type="checkbox"/>	parent
Registration Thank You - Admin	1	5/24/2005	<input checked="" type="checkbox"/>	parent

- ✓ The system will provide a list of available templates that have been grouped by function.
 - Registration Message
 - Tournament Message
 - Event Message
 - Hotel Message
 - College Program Message
 - General Message
- ✓ Templates represent all of the system email Templates that are triggered by functions engaged by the user.
- ✓ The list provides the following information:
 - Columns displayed:
 - Message Template: This provides the name of the respective Template.
 - Media: This shows the number of Media type attached to the Template.
 - Modified: This represents the Last Modified date of the Template.
 - Active: Shows if the Template is currently active. If the Check Box is checked that means that the Template is active.
 - Owner/Type: Shows if the Template is the same as the:
 - Default: Represents the original Template
 - Parent: Represents the Template for the Organization
 - Self: Means that the Template has been modified at the respective level.

- ✓ By **Clicking** an Individual Template line the system will display the Edit Template page. For information on Editing a Template go to Editing Message Template Section.

i. Messaging - Templates

- ✓ From the Configuration section **Click** on the Messaging Tab
- ✓ By **Clicking** the Templates sub-tab the system will display the Templates available to be edited.
- ✓ By **Clicking** an Individual Template line the system will display the respective Edit Template page

League Config Registration Security Teams Events **Messaging** Content

Route Requests **Templates**

This is the definition for a message template that will be used in e-mail and fax messages sent to the members. You may click on the macro fields below to add a macro to your message body:

Custom Fields	Standard Fields
{PlayerFirstName}	{Division}
{PlayerMiddleInitial}	{MbrNum}
{PlayerLastName}	{Prefix}
{AssociationName}	{FirstName}
{Season}	{MiddleInitial}
{SeasonFirstDay}	{LastName}
{SeasonLastDay}	{Suffix}
{LeagueName}	{Alias}
{ClubName}	{UserName}
{ApplicationStatus}	{Address1}
{TransferAppStatus}	{Address2}
{BillAddress1}	{Address3}
{BillAddress2}	{City}
{BillCity}	{StateCode}
{BillState}	{PostalCode}
{BillPostalCode}	{CountryCode}
{BillCountry}	{ActivationCode}

Edit Template Media

Template*
Administrator Registration Thank You

Template Code
REGTHANKYOU_AD

Message Group*
Registration Message

From Address
support@affinitysoccer.com

From Name
Affinity Soccer Support

Subject
Thank You for Registering, {FirstName} {LastName}

Message
{FirstName} {LastName},

This e-mail is to confirm your registration for {LeagueName}. Thank you for registering with {ApplicationName}.

Please mail your signed registration form to the address listed below. If you paid with a check, your payment must be mailed along with the signed registration form.

Hide Sender*
☐ Yes ☒ No

Delay Time*
0

*Required

Restore Default Template

<< Back Save & Continue

- ✓ On the left hand side the system displays Macros available to the user to customize the Message area.
- ✓ On the Right hand side the system provides:
 - Template: This is the Template name
 - Template Code: Code name for the Template
 - Message Group: Displays the Template Group that the template belongs to.
 - From Address: This is an Editable field and should be the "From" email address.

- From Name: This is an Editable field and should be the "From" User Name.
 - Subject: This is an Editable field and should be the "Subject" of the message.
 - Message: This is the area where the user can insert a message for the Template.
 - User can include in any area of the body of the message the Macros on the left hand side.
 - To include the Macros the user needs have the cursor at the point in the message where the Macro needs to be included and then right mouse **Click**. This will introduce the Macro in the message.
 - Hide Sender: This provides the option to "Hide" the sender information.
 - Delay Time: This allows the user to set a delayed time before the message will be sent. The fields accept minutes for the input.
- ✓ Once the information has been completed **Click** Save *and Continue* **Button** to save the changes.
- ✓ To restore the original Template **Click** *Restore Default Template* **Button**
- ✓ Use the *Back* **Button** to return to the Template List.

j. Content [L-C]

Under the content tab you will find four sub tabs that allow users to customize the look and feel of the site.

- **Look N Feel Tab**

- ✓ Change the color scheme of the site. Color selections are provided in the drop down menu.
- ✓ Upload Headers – using jpg or gif images. **Click** the **header box** to open a browse screen to add a header graphic and then **Click** upload **Button** to add the graphic.
- ✓ Upload color and black and white logos by **clicking** the **logo boxes** to open a browse screen. **Click** **Upload** **Button** to add the logo graphic
- ✓ Add text to the bottom of the left navigation area using HTML formatting. Enter the text and **Click** Update **Button**.

Leagues & Teams | **Player Administration** | **Administrators** | **Tournament**

Leagues / Find, Edit, Delete a League **Oahu League**

League Config | Registration | Security | Teams | Events | Messaging | **Content** | ☒

Look & Feel | Content | Documents/Forms | ELA

All of the settings on this page are cached by the web server. There will be a delay in any changes that are made to be reflected by the all of web servers. It can take 20 or more minutes for the changes to be reflected on all web servers.

Use this form to edit a league's look and feel. This will adjust the logos and the text that is assigned at the top of the website.

Color Scheme*
Blue & Green

Page Header Image
For best page header results: Size your headers to 750 pixels wide by 81 pixels high. Also place your page header on a white background.

This text is drawn onto the header image using a large font.
Large Title Text ☐ Force Use
Oahu League

This text is drawn onto the header image just below the Large Title Text using a small ghosted font.
Small Title Text ☐ Force Use
{UO}

Logo Top Right
For best logo results: Size your logos to no greater than 150 pixels wide by 75 pixels high. Also place your logo on a white background.
Click [here](#) to clear the current image.

Black & White Logo For Reports
For best logo results: Size your logos to no greater than 150 pixels wide by 75 pixels high. Also place your logo on a white background. Grayscale images work the best. If no logo is uploaded here than the color logo will be used.
☐ Force Use

Bottom Right Small Logo
For best logo results: Size your logos to no greater than 50 pixels wide by 50 pixels high. Also place your logo on a white background. If no logo is uploaded, then nothing will be shown.
 ☐ Force Use

HTML For Bottom Left Ad Space
 ☐ Force Use
<img src="(SportsRoot)/images/ads/ad-usys.gif" width="120" height="120" alt="US Youth ...

- **Content Tab [L – C]**

The Affinity System provides tools to add edit and delete content that appears on specific screens. Content is listed with a tag name and grouped by Events, General, Registration, and Tournament and list the owner type.

Owner/Type displays the owner of the content – Default indicates the system is the owner. When content is added or edited by a user the Owner/Type changes to self and these changes are only visible to your organization.

- ✓ To edit content, locate the group and **Click** on the content **Tag Name**. The description column will provide a brief description of where the content appears in the Affinity System.

My Account
Doreen Tanaka
Oahu League
2006-2007
Leagues
Create
Edit
Home Venues/Fields
Clubs
Team
Players / Admins
ID Cards
Reports
Home Venues/Fields
Assign Game Schedule
Head Coach Games
Sign Out Here
Tech Support Contact

Leagues & Teams | Player Administration | Administrators | Tournament

Leagues / Find, Edit, Delete a League Oahu League

League Config | Registration | Security | Teams | Events | Messaging | **Content**

Look & Feel | Content | Documents/Forms | ELA

Filter By
General / Registration

Tag	Description	Length	Modified	Owner/Type
LOGIN_FULL90	Full 90 ad space.	0	11/28/2007	parent
PUBLIC_ABOUT	Public About Text	5242	07/14/2004	parent
PUBLIC_ACTIVATE	Account Activation Instrucion Text...	1324	09/13/2006	parent
PUBLIC_FORGOTPASSWORD	Forgot Password Instruction Text...	552	03/18/2004	parent
PUBLIC_NEWS_INDEX		198	02/09/2004	parent
PUBLICINFOFAQ	Frequently Asked Questions page on the p	486	11/28/2007	parent
WELCOME	This is the main content shown on the ho	1748	12/11/2007	parent

Note: You can filter the content list by All or Groups using the drop down menu provided.

- **Creating or Editing Content**

- ✓ Select **Content – Content**

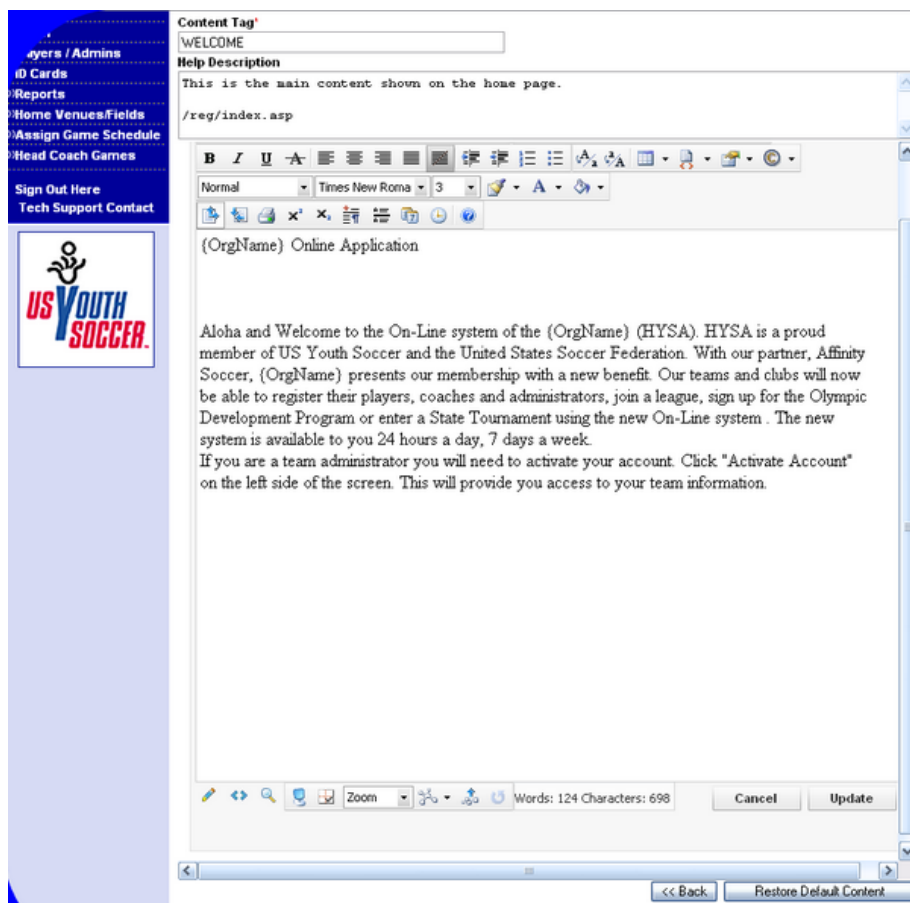
- ✓ To **edit** content, **Click** on the Content Tag to open the editing screen.

- ✓ Content is edited in the large area shown below.

- ✓ Editing tools are provided that allow you to customize fonts and font colors. Additionally, text can be centered, bulleted or numbered.

- ✓ Page breaks can be inserted using the page break tool and links can be added using the **LINK** tool.

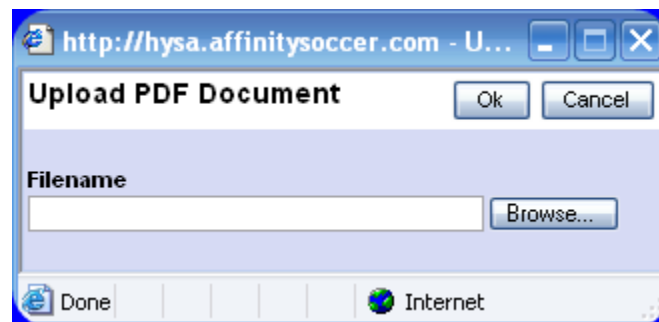
- ✓ Once editing has been completed, **click** the **Preview Button** to preview the content. **Click** update **Button** or **Click** the **edit content Button** to make additional edits.



- **Content - Documents and Forms Tab**

Users can upload required documents and forms that can be printed during online registration and from the My Account area. Forms can be added to specific areas of online registration by checking the boxes where the form is required.

- ✓ To upload a document of PDF form **Click** upload **Button**. This will open a browse screen and the form can be uploaded to the system



- ✓ When the form has been added to **Documents** you can enter description text associated with the form.

- ✓ Select by checking the box where the form should appear. If the box is not checked the form will not appear during the registration process.
- ✓ If the form is no longer needed **Click** delete **link**.

- **ELA Tab [Electronic Agreements]**

The Affinity System provides the ability to create Electronic Agreements for use with Online Registration for Players, Administrators, Teams and Event/Class registrations. This function is available at the League and Club levels.

A record of the electronic agreement is saved to an ELA log that is attached to the Player, Administrator and Parent records.

- ✓ Select **Content – ELA**
- ✓ Existing **ELA's** will be listed by title and modification date. These can be edited or deleted at any time.
- ✓ To create a new **ELA** – Enter a Document Title
- ✓ Enter Document Text
- ✓ Check the boxes where this ELA is to be applied
- ✓ **Click** **Add Document** **Button**

The screenshot shows the Affinity Sports System interface. On the left is a sidebar with navigation links: My Account, Change Login, Referees, Districts, Leagues, Clubs (with sub-links Create and Find / Edit / Delete), Team, Players / Admins, ID Cards, Reports, Event Manager, Sign Out Here, and Tech Support Contact. Below the sidebar is the US Youth Soccer logo.

The main content area has a top navigation bar with tabs: Leagues & Teams (selected), Administration, and Tournament. Below this is a sub-navigation bar with tabs: Club Config, Registration, Security, Teams, Events, BGC Direct, Messaging, Content (selected), and ELA. The Content tab is further divided into Look & Feel, Content, Documents/Forms, and ELA.

The main content area is titled "Clubs / Find, Edit, Delete a Club" and "SCO - Rec". It contains a table of existing ELAs:

Description/Title	Modified	
Buddy Policy for Players	10/10/2007 11:04:23 AM	edit
Soccer Club of Oceanside Refund Policy	9/21/2007 11:28:45 AM	edit
Online Registration Requirements for Recreation	1/22/2008 9:16:46 AM	edit
Parent Player Agreement	9/21/2007 10:13:52 AM	edit

Below the table is a form to create a new ELA. It includes a "Document Description*" field, a "Document Text*" field (a large text area), and a section for selecting where the ELA is applied: ☐ Event ELA, ☐ Registration ELA, ☐ Tournament ELA, and ☐ Travel Request ELA. At the bottom right is an "Add Document" button.

k. Fees

If the league or club is using Online Registration it is necessary to configure fees for each play level and age group. Additionally the system provides payment plan options that can be selected when completing an Online Registration. Follow the steps below to set up the fees for each play level and age group. Once fees have been created, payment plans can then be configured.

- ✓ Select **Registration – Fees**
- ✓ Select the Play Level you want to create fees for
- ✓ Select from the “New Fee Type” drop down menus the fee type.
- ✓ If all play levels or age groups have the same fees check the priced equally boxes. Enter the fee in the first fee box and the system will automatically populate all the fee boxes.
- ✓ If the fees vary for play types and age groups, enter the fee in each of the fee boxes.
- ✓ The system also allows you to define if a fee should be displayed as
 - **M** mandatory on the registration process
 - **OS** Optional but by default the fee will be selected
 - **ON** Optional but by default the fee will not be selected.
- ✓ **Click** “**Create Fee**” **Button** when completed.

NOTE: Once fees are created they can be edited by selecting “Edit Fee Type”. Any Fees created will appear in the drop down list. Fees must be created before a payment plan can be created.

I. Setting up Payment Plans

After all fees have been created payment plans can be configured for use with the Online Registration.

- ✓ Select Registration – Fees
- ✓ Select from “**Edit A Fee Type**” drop down menu the fee type that was created. This will display the fees created for that specific fee type.
- ✓ To set up payment plans **Click** on the **Payment Plan Button** at the bottom of the page

Change Login
 ADC\pacelli - Affinity S
 Fall 2006

Leagues / Find, Edit, Delete a League Raks League

League Config | **Registration** | Security | Teams | Events | Messaging | Content

Season | Custom Fields | Level Of Play | **Fees** | Fields | Billing | Travel Requests

Competitive Fees | Recreational Fees

Create Payment plan for each type fee created under Fees Tab. By default, there is no payment plan for a newly created fee. Fee without payment plan is due in full. And also an order placed after Payment Plan Cutoff Date is due in full.

Select A Fee Type
 Registration Fee

☒ All play levels are set equally
☒ All our age groups are set equally


Send Credit Card charge notification days prior to due date

Pay Period	Max # Installments	Deposit	Plan Cutoff Date	Detail
Under 07	<input type="text" value=""/>	<input type="text" value="0"/>		
Under 08	<input type="text" value=""/>	<input type="text" value="0"/>		
Under 09	<input type="text" value=""/>	<input type="text" value="0"/>		
Under 10	<input type="text" value=""/>	<input type="text" value="0"/>		
Under 11	<input type="text" value=""/>	<input type="text" value="0"/>		
Under 12	<input type="text" value=""/>	<input type="text" value="0"/>		
Under 13	<input type="text" value=""/>	<input type="text" value="0"/>		
Under 14	<input type="text" value=""/>	<input type="text" value="0"/>		
Under 15	<input type="text" value=""/>	<input type="text" value="0"/>		
Under 16	<input type="text" value=""/>	<input type="text" value="0"/>		
Under 17	<input type="text" value=""/>	<input type="text" value="0"/>		
Under 18	<input type="text" value=""/>	<input type="text" value="0"/>		
Under 19	<input type="text" value=""/>	<input type="text" value="0"/>		

<< Back | Delete |

- ✓ Configure a payment plan for each play level and age group listed
- ✓ First you need to determine if all of the fees are the same for “All play levels” and/or “All age groups”.
- ✓ Based on your requirement you can use the two check boxes to have the system fill the information in the Fee table.
- ✓ Select:
 - Pay Period: Every how many months are the installments
 - Max# Installments: Number of installments to be used
 - Deposit: The deposit amount

- ✓ Enter a deposit amount
- ✓ Enter the Plan Cutoff Date: the system uses this for defining the number of installments that are allowed for the payment plan.
- ✓ Once the payment plan has been configured for each play level and age group, **Click** Update **Payment Plan** **Button** to save.
- ✓ Once the page is refreshed the system will return a page that shows (+) for each age group listed.
- ✓ **Click** on the (+) sign to further define the payment plan for the particular item.

Change Login
ADC\vpacelli - Affinity S
Fall 2006
»Districts
»Leagues
>Create
>Find / Edit / Delete
>Team Role Setup
»Clubs
»Team
»Players / Admins
»ID Cards
»Reports
»Event Manager
Sign Out Here
Tech Support at
800 808 7195
(toll free)
Contact Us (Email)


Leagues / Find, Edit, Delete a League

Raks League

League Config
Registration
Security
Teams
Events
Messaging
Content

Season
Custom Fields
Level Of Play
Fees
Fields
Billing
Travel Requests

Competitive Fees
Recreational Fees

Create Payment plan for each type fee created under Fees Tab. By default, there is no payment plan for a newly created fee. Fee without payment plan is due in full.
And also an order placed after Payment Plan Cutoff Date is due in full.

Select A Fee Type
Registration Fee

☒ All play levels are set equally **Payment Plan updated**

☒ All our age groups are set equally

Send Credit Card charge notification days prior to due date

Red

	Pay Period	Max # Installments	Deposit	Plan Cutoff Date	Detail
Under 07	every 1 Mon	6 Installments	100	10/31/2007	⊕
Under 08	every 1 Mon	6 Installments	100	10/31/2007	⊕
Under 09	every 1 Mon	6 Installments	100	10/31/2007	⊕
Under 10	every 1 Mon	6 Installments	100	10/31/2007	⊕
Under 11	every 1 Mon	6 Installments	100	10/31/2007	⊕
Under 12	every 1 Mon	6 Installments	100	10/31/2007	⊕
Under 13	every 1 Mon	6 Installments	100	10/31/2007	⊕
Under 14	every 1 Mon	6 Installments	100	10/31/2007	⊕
Under 15	every 1 Mon	6 Installments	100	10/31/2007	⊕
Under 16	every 1 Mon	6 Installments	100	10/31/2007	⊕
Under 17	every 1 Mon	6 Installments	100	10/31/2007	⊕
Under 18	every 1 Mon	6 Installments	100	10/31/2007	⊕
Under 19	every 1 Mon	6 Installments	100	10/31/2007	⊕

- ✓ By **Clicking** on the (+) the following window will be displayed.
- ✓ You must click apply for customized payment plans to be applied to all age groups.

Payment Plan Detail
Red --- Under 07

Pay Period: Every 1 month(s)		Deposit: \$100	
Max # Installments + Deposit : 7		Fee: \$100	

Plan with 7 payments		<input checked="" type="checkbox"/> shown on registration	
Payment#	Type	Amount Due	Due Date
#1	Deposit	\$100	15 days after order created
#2	Installment #1	\$0	Day# 15 of month of the pay period
#3	Installment #2	\$0	Day# 15 of month of the pay period
#4	Installment #3	\$0	Day# 15 of month of the pay period
#5	Installment #4	\$0	Day# 15 of month of the pay period
#6	Installment #5	\$0	Day# 15 of month of the pay period
#7	Installment #6	\$0	Day# 15 of month of the pay period
Total: \$100			
<input type="button" value="Update"/> <input type="button" value="Close"/>			

Plan with 6 payments		<input checked="" type="checkbox"/> shown on registration	
Payment#	Type	Amount Due	Due Date
#1	Deposit	\$100	15 days after order created
#2	Installment #1	\$0	Day# 15 of month of the pay period
#3	Installment #2	\$0	Day# 15 of month of the pay period
#4	Installment #3	\$0	Day# 15 of month of the pay period
#5	Installment #4	\$0	Day# 15 of month of the pay period
#6	Installment #5	\$0	Day# 15 of month of the pay period
Total: \$100			

- ✓ From this window you can select the number of installments plans available based on the earlier configuration.
- ✓ You can select the number of days before the system will charge after an order has been created.
- ✓ You can define the amounts of the installments and the Day of the month that the installment will be charged.

- ✓ Based on the configuration for the "Send credit Card Charge Notification" the system will send an email notification for the Charge.

IV. Clubs

A. Creating a Club

Each league must define at least one **Club**. By default, the first club is created when a league is created and numbered 01. If there is only one **Club** in the League, the system will automatically name the Club the same as the League name. Example: Affinity League has an Affinity Club. The create club feature allows for several clubs to be created under one league. Separate clubs can be created for competitive and recreational teams. This feature provides for better organization of your league.

- ✓ **Click** **Clubs**, then **Click** **Create**, on the left hand side navigation
- ✓ Enter the Club Name
- ✓ Assign a Club Code (enter a number other than 01)
- ✓ Under Team Levels in Clubs, **Click** on the play levels
- ✓ **Click** the **Continue Button**
- ✓ Configure the Club [See Section I – Configurations]
- ✓ Seasons, Fees and Payment Plans – [See Section VI – Leagues/Clubs]

Note: If the user has other accounts already established on the system **DO NOT** use the **Assign Myself** function as this may affect other accounts.

The screenshot displays the 'Gene Test Club - 01' configuration page in the Affinity Technologies - Sports system. The interface includes a sidebar with navigation options such as 'My Account', 'Leagues & Teams', 'Administration', and 'Tournament'. The main content area is titled 'Clubs / Find, Edit, Delete a Club' and features a 'Gene Test Club - 01' header. Below this, there are tabs for 'Club Config', 'Registration', 'Security', 'Teams', 'Messaging', and 'Content'. The 'Club Config' tab is active, showing fields for 'Club Status' (set to 'Active (Can Configure New Season)'), 'Club Name' (set to 'Gene Test Club - 01'), 'Club Short Name', 'Club Number' (set to '01'), and 'Alternate Club Number' (set to 'A12345'). There are also sections for 'Active Teams' (0) and 'Non Active Teams' (1), a 'Domain Name (Host Header Detection URL)' field, and radio buttons for 'Activation Required For Card Printing' and 'Use Payment Plans'. A note at the bottom states: 'Note: If you are establishing domain URL's at the club level it is not necessary to establish these at the league level or if you are establishing at the league level it is not necessary to establish at the club level.' A 'Cancel', 'Delete', and 'Update' button bar is at the bottom right.

V. Players

A. Adding New Players by League/Club Administrators

As a league or club administrator you can add entire families on a single data entry screen for the entry of new players.

- ✓ **Click** **Player/Admin** on the left hand side navigation
- ✓ **Click** on **Add New Player/Admin**
- ✓ (This will take you to the multi family member registration screen)

- ✓ Enter the required parent data as signified by the (*) next to the data field. To add another parent, **Click** the **Add to Family Button** box and proceed as above for the second parent.
- ✓ **Click** **Save & Add Players Button**

Add Players cont'd

- ✓ If a parent is also applying as a team administrator, **click** on the **Admin/Coach Information** tab and complete information box including their email address and driver's license.

Once all of the parental and/or administrator information has been entered, you have two choices to proceed further.

- Click** **Save and Add Players** **Button** if the individual entered is a parent will then search the database and find any players associated with the parents.
 - Click** **Save and Don't Add Players** **Button** if the individual entered is only an Administrator.
- ✓ After **Clicking** **Save and Add Players** **Button**, if a match is made, the children associated with the family will appear on the screen below.
 - ✓ To display the player record, **Click** on the player's name and the player data available within Affinity System will populate the player information box. At this

point, changes can be made to the player record keeping in mind the need for the required information (*).

- ✓ If a match was not made, then a blank form will be presented to enter the necessary player information
- ✓ **Click** **Add to Family** **Button** to enter additional players to the family
- ✓ You can also "clear" a player directly on this page for rostering purposes by checking the "Payment Received" "Accepted" and "Legal Waivers" checkboxes in the **Application** area of the form.

Remove From Family

Content will be posted here

Player Information Preferences

First Name* MI Last Name* Suffix

Gender* DOB (mm/dd/yyyy)* Rank Seasons

Height Weight School Name* Grade

League*

Club*

Play Level*

Application Options

☐ Payment Received ☐ Accepted ☐ Legal Waivers

Team (requires all above options are checked)

Shirts Shorts Socks

Emergency Contact #1 Phone*

Emergency Contact #2 Phone

List any medical problem/prohibition player has

* A required field** At least one is a required fields.

Clear Info Add Next Family Member

Save & Continue

B. Player Lookup

The Affinity System provides users with the ability to search for players by name, season, gender, play type, age group, club, status, or disciplinary action. Users have the option to perform a full or limited search depending on the criteria and search parameters you establish.

- ✓ **Click** on Player Lookup
- ✓ Establish your search criteria from the various pull down menus.

- ✓ **Click** **Search Button** and a list of all players matching the search criteria will appear.
- ✓ Players can be “cleared” for rostering to teams from Player Lookup by setting the **Application Status** at **Pending**. The search results are displayed with check boxes **Accepted** & **Age Legal Verified**. Checking these boxes clear the player and makes them available for rostering.
- ✓ Player Application Status can be:
 - **Pending** – player has been migrated, added or registered online
 - **Assigned** - player is rostered and assigned to a team.
 - **Activated** - player is on an activated team.
 - **Cancelled** - player’s application has been cancelled
 - **Rejected** - player’s application has been rejected
 - **Pending Release or Transfer** - player’s application is pending approved release or transfer.
 - **Approved Release or Transfer** - player’s application has been approved for release or transfer.
 - **Rejected Release or Transfer** - player’s applications has been rejected for release or transfer.

The boxes (accepted and legal) must be checked before a player can be rostered to a team.

Player Lookup Page Size: 25 Reset Report: --Choose Report--

Select League: All Leagues Select Club: All Clubs Media Type: All

Select Play Type: All Play Types Select Gender: All Genders Select Age Group: Select Age Group Application Status: Pending All Applications Accepted Paid: All All

Disciplinary Filter By Disciplinary Status Search By: No Filter All Last name, First Name Search For: test Search

Application Date: From To

PAID ACCEPTED AGE/LEGAL ✓ = Paid ✗ = Not Paid ⓐ = Accepted By Another League

PAID	ACCEPTED	AGE/LEGAL	Player Name	League/Club	City	Player ID	Birthdate	Appl Date	PlayLevel
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Test, Coach1	Gene Test Club - 01	San diego	76506-001512	1/1/1965	3/15/2006	Bronze
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Testjason, Player	Gene Test Club - 01	millersville	79006-001421	1/8/1990	3/13/2006	Gold
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Testin1, Test1987	Gene Test Club - 01	aaaaaa	78906-001392	10/2/1989	2/27/2006	Bronze

save application changes email selected players (1 - 3) of 3

C. Player Reports

These reports are generated from Player Look-UP search results. Select a report from the drop down menu located in the player lookup screen and then **click** the printer icon to download the report.

- Labels with Team Name
- Labels Head of Household
- Player Detail
- Player Detail All Fields
- Player Application PDF
- Application Status Detail

TIP: Settings on Acrobat Reader will affect label printing. It is advised that you upload the most current version of Acrobat Reader and delete any previous versions that are on your computer.

LEAGUES & TEAMS ADMINISTRATION TOURNAMENT

Player Lookup Page Size: 25 Reset Report: --Choose Report--

Select League: All Leagues Select Club: All Clubs Media Type: All

Select Play Type: All Play Types Select Gender: All Genders Select Age Group: Select Age Group Application Status: Pending All Applications Accepted Paid: All

Disciplinary Filter By Disciplinary Status Search By: No Filter All Last name, First Name Search For: Search

Application Date: From To

PAID ACCEPTED AGE/LEGAL REJECT

✓ = Paid A = Accepted By Another League X = Not Paid (1 - 3) of 3

PAID	ACCEPTED	AGE/LEGAL	Player Name	League/Club	City	Player ID	Birthdate	Appl Date	PlayLevel	REJECT
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Test, Coach1	Gene Test Club - 01	San diego	76506-001512	1/1/1965	3/15/2006	Bronze	<input type="checkbox"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Testjason, Player	Gene Test Club - 01	millersville	79006-001421	1/8/1990	3/13/2006	Gold	<input type="checkbox"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Testln1, Test1987	Gene Test Club - 01	aaaaaa	78906-001392	10/2/1989	2/27/2006	Bronze	<input type="checkbox"/>

save application changes email selected players (1 - 3) of 3

1. Printing Player Reports

- Select a report from the pull down menu
- **Click** on the printer icon
- Select open at download screen

Note: Once the report has been opened users can choose to export the report to various programs. This is explained in the reports section of the user manual. Reports can also be saved to an individual desktop.

D. Editing a Player's Information

- ✓ From Player Lookup, **Click** on the **Player Name** to open the players record.
- ✓ Select the tab where you need to add or update information.
- ✓ **Click** Update **Button** save your changes.

TIP: *The date of birth cannot be changed at the league or club level once the player has been rostered to an activated team.*

LEAGUES & TEAMS
ADMINISTRATION
TOURNAMENT

Edit Player
<< Previous Player 2 of 3 Next Player >>

Player Testjason
79006-001421

Player Information
Preferences
Applications
Transfer
Parents
Disciplinary

* are required fields

CLICK HERE TO
UPLOAD PHOTO
100X120 PIXELS

Mother Testjason - No Relationship
1234 Some St
millersville, MD 80123
Home: (301) 222-2222
Email: shinkie@affinitydev.com

Legal First Name* Middle / Initial
Legal Last Name* Suffix

Alias / Nickname
Height
Weight

School Name*
Grade Player Rank Graduation Year

Birth Month* Day* Year*
Gender*
Age Group:

Calendar Age: 16
Seasonal Age: 15

Number of Prior Seasons Played:

Uniform Size: SHIRT
Uniform Size: SHORTS
Uniform Size: SOCKS

Out Of State Registration
Out Of State ID#

Select Play Type*

Person to Notify in Emergency*
Telephone*

Doctor to Notify in Emergency
Telephone

List any medical problem/prohibition player has

In-State Registration

Competitive
district
Golden
Mini-Me
Recreational
Test QA
Try Out

Mother Testjason
(301) 222-2222

Dr
(301) 111-1111

Cancel
Update

VI. Administrators

A. Add New Administrators

The first portion of the process described earlier for entering the Parent/coaching information in [Section VII – A] is used to enter information for team administrators.

- ✓ Select **Player/Admin** from the left navigation area
- ✓ **Click** **Add Players/Admins**
- ✓ Enter the required information on the first screen
- ✓ **Click** the **Additional Information** tab and enter required Administrator information.
- ✓ If the administrator has no children to register, **Click** **Save & Don't Add Players** **Button**
- ✓ **Players** to save the administrator data and move on to the next Administrator.
- ✓ If the coach wants to register children to the league, **Click** **Save & Add Players** **Button**
- ✓ **Add Players** to find family matches or add new player information

Add Player/Administrator

Parent/Admin Information | Parent/Admin Application

First Name* Middle/Initial Last Name* Suffix

Relation* Title Alias

Address 1* ☐ verify address

Address 2

Address 3

Country

City* State* Zip/Postal Code*

Home Phone** Work Phone** Cell Phone**

Fax Email Gender

*required ** at least one is a required field.

[Clear Info](#) [Add Next Family Member](#)

Parent/Admin Information | **Parent/Admin Application**

Admin Type**

☐ Assistant Coach ☐ Head Coach ☐ Team Assistant

☐ Team Manager ☐ Team Parent

Parent Type**

☐ Team Parent

League*

--Select League--

Club*

--Select Club--

Play Level

--Select Play Level--

Age Group

--Select Age Group--

Team

--Select Team--

Team Coach Type

--Select Coach Type--

Select Play Type

☐ Competitive ☐ Recreational

☐ X-League ☐ District

Drivers License* **State*** **Expiration**

Email Address*

* A required field ** At least one is a required fields.

[Clear Info](#) [Add Next Family Member](#)

[Save & Add Players](#)

[Save & Don't Add Players](#)

B. Administrator Lookup

- ✓ **Click** the **Player/Admin - Admin Lookup** in the left navigation area to perform a search for administrators.
- ✓ **Administrator Lookup** screen (below), contains drop down menus allowing you to search the database by various search criteria selections criteria
- ✓ Select your search criteria and **Click** **Search** **Button**
- ✓ To edit your Administrator's account information, **click** his/her name.

LEAGUES & TEAMS	ADMINISTRATION	TOURNAMENT
Administrator Lookup Page Size: 25 Reset Report: --Choose Report--		
Select League: All Leagues Select Club: All Clubs		
Select Play Type: All Play Types Select Admin Type: All Team Coach Select Certification: All Certifications Status Filter By: No Application Status Risk Filter By: No Risk Filter		
Disciplinary Filter By: No Disciplinary Disciplinary Status: All Search By: Last name, First Name Search For: Search		
(1 - 13) of 13		
<input type="checkbox"/> Admin Name	League	# Teams
<input type="checkbox"/> Affinity, Parent	Gene Test Club - 01	70006-001530
<input type="checkbox"/> Affinity, Parent	Gene Test Club - 01	70006-001530
<input type="checkbox"/> Dumb, David	March Forth - 01	70006-001475
<input type="checkbox"/> Numb, Nathan	March Forth - 01	70006-001478
<input type="checkbox"/> Onetwo, Coach	Gene Test Club - 01	77506-001529

C. Editing Administrator Records

- ✓ From the Administrator Lookup screen **Click** on the Administrator name
- ✓ Enter any changes to the Administrator's account. **Click Update Button**
- ✓ **Applications tab** will display the Club(s) name applicable to your Administrators
- ✓ To remove an Administrator's account, **Click Cancel Application Button**
- ✓ The **Disciplinary tab** will display any soccer disciplinary sanctions applicable to the Administrator
- ✓ The **Children tab** will list the players linked to the Administrator.
 - **Click Add Player** to add another player to this Parent/Administrator
 - **Click** on **edit** to open the player record
 - **Remove** function – verify that the player is not assigned to a team before removing. If player is assigned to a team it will be displayed in the player record.

LEAGUES & TEAMS **ADMINISTRATION** **TOURNAMENT**

Edit Administrator << Prev. Admin 6 of 13 Next Admin >>
 Name: Joe Pen ID Number: 76006-001400

Administrator Information Additional Info Applications Payment Plan Disciplinary Children

* are required fields
 ** at least one contact phone number is required

CLICK HERE TO UPLOAD PHOTO 100X120 PIXELS

Team: Gene Test Club - 01 - Q14
 Team Number: 01AA-010014-0001

Legal First Name* Middle Initial Legal Last Name* Suffix
 Job Pen
 Business Title Alias (nickname)
 Address 1* verify address
 1234 Main Street
 Address 2
 Address 3
 Country* County
 United States of America* FREDERICK
 City* State Province* Zip / Postal Code*
 Frederick MD 21701
 Home Phone** Work Phone**
 (301) 888-8888 (444) 555-6666
 Mobile Phone** Fax
 (301) 555-3333 (999) 888-0907
 Email Address Gender*
 gene@whney@msn.com Female

Relationship to children: No Relationship Years Coaching Experience:
 Select Level of Play:
☒ Competitive ☐ Recreational
 Drivers License Number* State*
 Jw12345 MD
 Expiration:
 February 8 2009
 Please check all positions you would be interested in.*
☐ Assistant Coach ☒ Head Coach ☐ Team Assistant
☐ Team Manager ☐ Team Parent
 Additional Information Required:
 Coaching Certification Level: Coaching License #:
 Risk Status: Approved Risk submit to state on:
 Risk expire on: 1/1/2099 Risk return from state on:
 User Name: coach999 Only input a password if you want to change the users password.
 Password:
 Confirm Password: The password and the confirm password fields must match.
 Cancel Update

TIP: The risk management status and coaching education cannot be modified by the league or the club and can only be done by State Level Administrators.

VII. Teams

A. How to Create a New Team

- ✓ **Click** Leagues & Teams from the top navigation area.
- ✓ **Click** Teams located in the menu on the left side of the screen.
- ✓ **Click** Create

- ✓ From the pull down menus – select District, League, and Club
- ✓ Select Season
- ✓ Select Team Level, Gender and Age
- ✓ Enter Team Name
- ✓ The system will automatically create a Team Number – the last four digits of this number are editable. Enter Team Number (last 4 digits are editable)
- ✓ An Alternate Team ID can be entered for those organizations that use a different numbering system.
- ✓ Enter Home Colors and Away Colors
- ✓ Enter Team Sponsor if applicable
- ✓ **Click** Add Team

Note: Once a team has been created you can create duplicate teams for the same age group.

B. How to Create Multiple Teams

Create several teams for different age groups at one time.

- ✓ **Click** Team Creation Matrix
- ✓ Select Club from the drop down menu
- ✓ Select Season from the drop down menu
- ✓ **Click** **Continue** **Button**

Age	# of Teams / Gender	Girls	Boys
Under 04:		<input type="checkbox"/>	<input type="checkbox"/>
Under 05:		<input type="checkbox"/>	<input type="checkbox"/>
Under 06:		<input type="checkbox"/>	<input type="checkbox"/>
Under 07:		<input type="checkbox"/>	<input type="checkbox"/>
Under 08:		<input type="checkbox"/>	<input type="checkbox"/>
Under 09:		<input type="checkbox"/>	<input type="checkbox"/>
Under 10:		<input type="checkbox"/>	<input type="checkbox"/>
Under 11:		<input type="checkbox"/>	<input type="checkbox"/>
Under 12:		<input type="checkbox"/>	<input type="checkbox"/>
Under 13:		<input type="checkbox"/>	<input type="checkbox"/>
Under 14:		<input type="checkbox"/>	<input type="checkbox"/>
Under 15:		<input type="checkbox"/>	<input type="checkbox"/>
Under 16:		<input type="checkbox"/>	<input type="checkbox"/>
Under 17:		<input type="checkbox"/>	<input type="checkbox"/>
Under 18:		<input type="checkbox"/>	<input type="checkbox"/>
Under 19:		<input type="checkbox"/>	<input type="checkbox"/>

- ✓ Select the appropriate Play Level [Competitive or Recreational] and enter the number of teams per age group.
- ✓ **Click** Finish when you have entered your information.

TIP: *The new teams that were created will be assigned a team number of the following form:*

- District # 01
- League # 67
- Club # 01
- Level of Play - Competitive ©
- Gender- Boys (B)
- Age 12
- 4 digit number 1234

Example: 0167-01CB12-01234 the last 4 digits of the team number can be changed to suite league preferences

C. How to Find, Edit, Delete a Team

- ✓ **Click** Find/Edit/Delete under Teams
- ✓ Select a search criteria from the various pull down menus.(Example: Select a Club – All Cubs in Selected League, Play Level, Gender, etc.)
- ✓ **Click** on the Team Name or any of the column headings to open the
- ✓ Team Details screen.

Team Lookup Page Size: 25 Reset

Select a League: Oahu League - 01OL Select a Club: Ka Oi Soccer Club

Select Play Type/Level: All Play Levels Select Gender: All Genders Select Age Group: Select Age Group

Filter By Status: No Status Filter Filter By Counts: No Count Filter Select Team Name/Team ID: Search

Delete Selected (1 - 5) of 5

Team ID	Team Name	Level	Age	Gender	Club Name
01OL-10CG08-0851	Ka Oi Soccer Club - Cobras	Competitive	Under 8	Girls	Ka Oi Soccer Club
01OL-10CG13-1355	Ka Oi Soccer Club - Island Girls	Competitive	Under 13	Girls	Ka Oi Soccer Club
01OL-10CG09-0956	Ka Oi Soccer Club - Pythons Green	Competitive	Under 9	Girls	Ka Oi Soccer Club
01OL-10CG09-0955	Ka Oi Soccer Club - Pythons White	Competitive	Under 9	Girls	Ka Oi Soccer Club
01OL-10CB10-1012	Ka Oi Soccer Club - Scorpions	Competitive	Under 10	Boys	Ka Oi Soccer Club

Search Again (1 - 5) of 5

- Teams – Find/Edit/Delete

- ✓ **Click** on the **Team Name** to open the **Team Details** screen will.
- ✓ Make changes and edits to the **Team Details**
- ✓ **Click** Update **Button** after making changes or additions to save.

TIP: *After the team has been activated, the team ID number cannot be changed.*

Gene Test Club - 01 - G14
01AA-01GG14-0001

Lookup Team **Team Details** Roster Admin Roster Player Team Roster Activation Tournament

Use the form to edit this Team.

League
Gene Test League - 01AA
Club
Gene Test Club - 01
Season
Spring 2006

Play Level* **Gender*** **Age Group***
Gold Girls Under 14

Team Name* **Team Home City**
Gene Test Club - 01 - G14

Team ID (last 4 numbers are editable)*
01AA-01GG14-0001

Alternate Team ID

Jersey Home Colors **Jersey Away Colors**
Shorts Home Colors Shorts Away Colors
Socks Home Colors Socks Away Colors

Team Sponsor
Team URL

Administrators: 1 # Players: 7

Cancel Delete Update

VIII. Rostering Your Players

Before player(s) can be rostered to a team and a USYSA member pass printed, the League/Club Administrator must validate that all Association requirements have been met and player(s) has been cleared (see Section VII). Once the player(s) has been cleared, use the following process to roster Player(s) to Teams within your League.

- ✓ **Click** the **Teams** on the left hand side navigation.
- ✓ **Click** **Find/Edit/Delete** under **Teams** on the left side navigation
- ✓ The sample screen below illustrates the results of searching for the
- ✓ **All Leagues, All Clubs, All Genders.**
- ✓ **Click** on the **Team Name** to access the Team Details screen.
- ✓ From the Team Details screen, you must **Click** the **Player Rostering**
- ✓ tab (See below)

- ✓ From the **Player Rostering** screen (see below) you will access two boxes:
 - a. **Available Players** (listing of Players that have been cleared and can be assigned to this Team)
 - b. **Assigned to This Team**

A. How to Roster A Player

- ✓ **Click** on a Player's Name located in the available player's box on the left.
- ✓ Upon highlighting the player's name, account data will appear in the lower portion of the screen enabling you to verify player information.
- ✓ By **Clicking** the **yellow Add Player arrow**, player will move to the
- ✓ **Assigned to This Team** box.
- ✓ Continue with the above steps until all players for the Team are listed in the "Assigned to This Team" box.
- ✓ **Click** **Save Players** to complete rostering.

TIP: You can select multiple players to roster by holding the shift key to highlight a group of player's names and **Clicking** the **Add Player** arrow.

To remove a player that is listed in the **Assign to This Team** box highlight the player's name then **click** the **remove player** arrow.

Note: Once the team has been activated (see below), players cannot be removed. It will be necessary to initiate a release and transfer process.

Player Rostering con't

Girls can be rostered onto a boy's team by selecting **girl** from the gender dropdown box. Also, you may have players that are playing up in age. In this case, they can be found by selecting the Age Group or All from the dropdown menu to get a list of available players.

C. Multi Rostering Players

For those Associations who permit multi rostering of players the Affinity System provides a function to roster players to more than one team.

- ✓ From the Roster Player screen, **Click** on **Multi Roster Player**. This will open a search window for you to search for player(s).
- ✓ Enter the player's last name and **Click** **Search** **Button**
- ✓ Double **Click** on the player's name to roster them to the team

Teams / Find, Edit, Delete a Team << Previous Team 7 of 13 Next Team >>

Avalanche 92 Select
0304-01CG14-0006

Lookup Team Team Details Roster Admin **Roster Player** Team Roster Tournament

☒ Roster Player to This Team ☐ Assign Player's Preferred Team

Available Players

All Leagues

All Girls Under 14

Rank	Player Name	Age	Preferred
00	Caston, Rose	GU14	

Assigned To This Team

Rank	Player Name
00	Bodily, Katie
00	Brockbank, Jill
00	Brown, Ariel - T
00	Cartwright, Stevie
00	Corrigan, Elizabeth
00	Dubois, Aubin
00	Eveson, Sarah
00	Fleming, Harper
00	Garner, Kelsey
00	Kell, McKenzie
00	Sanders, Kelsie
00	Steed, Kylie
00	Wistisen, Brynn

Min Players: 11 # Players: 13 Max Players: 18

Add Player Remove

Multi-Roster Player Player Must Be Born Between 8/1/1991 -7/31/1994 Save Players

Note: Multi Rostered players will show up on their primary team with **P**= Multi-Roster Primary Team and **M**= Multi-Roster Alternate Team for the players secondary team.

IX. Rostering Administrators

The process for rostering Administrators to teams is similar to that for rostering Players. You will use the same **Teams Find/Edit/Delete** screen.

- ✓ **Click** **Teams** on the left hand side navigation or **Leagues & Teams** at the top of the main navigation
- ✓ **Click** **Find/Edit/Delete** and set search criteria in the Team Lookup screen.
- ✓ **Click** on the **Team Name** to access the **Team Details** screen.
- ✓ From the **Team Details** screen, you must **Click** the **Administrator Rostering** tab (see below)
- ✓ From the **Administrator Rostering** screen you will access two boxes:
 - a. **Available Administrators** (listing of Administrators available to be assigned to this Team)
 - b. **Assigned to This Team** (existing assigned Administrators to this team)

The screenshot displays the 'Teams / Find, Edit, Delete a Team' interface. At the top, there are tabs for 'LEAGUES & TEAMS', 'ADMINISTRATION', and 'TOURNAMENTS'. Below these, the team 'Avalanche 92 Select' is selected. The 'Administrator Rostering' tab is active. The interface is divided into three main sections: a search area at the top, a list of 'Available Administrators' on the left, and a list of 'Assigned To This Team' on the right. A central column contains yellow arrows for moving administrators between the two lists. At the bottom, it shows '# Administrators: 5' and a 'Save Administrators' button.

A. How to Roster an Administrator

- ✓ Search for an **Administrator** using the various search criteria or type the first few letters of the Administrators last name.
- ✓ Available administrators will appear in the left hand box. Upon **clicking** his/her name account data will appear in the lower portion of the screen to verify the individual's information.
- ✓ By **clicking** the appropriate yellow arrow in the middle of the screen the **Administrator** will move to the **Assigned to This Team** box for the administrator role selected.
- ✓ Click **Save Administrators** to complete rostering.

X. Activating Teams

Once the rostering process has been completed the Team can then be activated.

- ✓ **Click** Teams from the left side navigation
- ✓ **Click** Find/Edit/Delete from the left side navigation
- ✓ From the **Team Lookup** screen perform a search for the Team that you are ready to activate.
- ✓ **Click** on the Team that you want to Activate.

Note: Activated teams will appear in the lookup screen with an (A)

LEAGUES & TEAMS ADMINISTRATION TOURNAMENT

Team Lookup Page Size: 25

Select District: Select League: Select Club:

Select Play Type Level: Select Gender: Select Age Group:

Filter By Status: Filter By Counts: Select Team Name/Team ID:

(1 - 3) of 3

<input type="checkbox"/>	Team ID	Team Name	Lvl	Age	Club Name	AD	PL	Coach
<input checked="" type="checkbox"/>	0199-02CG09-0001	5952 - G09	C	GU09	5952	1	11	Coach One
<input type="checkbox"/>	0103-01CB07-0001	Accokeek Sports & Recreation Council - 01 - B07	C	BU07	Accokeek Sports & Recreation Council - 01	0	0	
<input type="checkbox"/>	0159-01CB14-0001	ADG Test League 1990	C	BU14	ADG Test League - 01	0	0	

(1 - 3) of 3

Teams / Find, Edit, Delete a Team

5952 - G09

0199-02CG09-0001

Lookup Team

Team Details

Roster Admin

Roster Player

Team Roster

Activation

Tournament

Use the form to edit this Team.

League

Hamilton league - 0199

Club

5952

Season

05-06

1 of 3 [Next Team](#)

The screen below is the Team Activation screen. No Team can be activated until all Association governing rules and by laws have been met. The system will provide a Red **[X]** when rules have not been met. If the system provides a Green **[✓]** you can then activate the team by **Clicking** the activate team **Button**.

If the team has passed all the activation rules, **Click** Activate Team.

LEAGUES & TEAMS ADMINISTRATION TOURNAMENT

Teams / Find, Edit, Delete a Team 1 of 3 Next Team >>

5952 - G09
0199-02CG09-0001

Lookup Team Team Details Roster Admin Roster Player Team Roster **Activation** Tournament

 This team has passed all team activation rules.

Activate Team

After a team has been successfully activated, the Activation tab will change to the Team Roster tab and the roster screen will appear.

0199-02CG09-0001

Lookup Team Team Details Roster Admin Roster Player **Team Roster** Tournament

Administrators

Select	PC Admin ID	SEC #	Administrator	Name	Lic. Level	Risk Status	Expires
<input type="checkbox"/>	0 7006-001231		Head Coach	One, Coach		Approved	3/14/2006

Team Assignment Codes
1 administrators


















Players

Select	PC Player ID	SEC #	Player	DOB	Date Reg.	Transfer Date	MEDIA
<input checked="" type="checkbox"/>	0 79606-001438		Hamilton, Andrea	8/1/1996	3/14/2006		SO
<input checked="" type="checkbox"/>	0 79606-001468		One Hundred Eleven, Player	8/1/1996	3/14/2006		SO
<input checked="" type="checkbox"/>	0 79606-001501		One Hundred Nine, Jo jo	8/1/1996	3/15/2006		WOA
<input checked="" type="checkbox"/>	0 79606-001500		One Hundred Nine, Molly	8/1/1996	3/15/2006		SO
<input checked="" type="checkbox"/>	0 79606-001464		One Hundred Nine, Player	8/1/1996	3/14/2006		SO
<input checked="" type="checkbox"/>	0 79606-001469		One Hundred Twelve, Player	8/1/1996	3/14/2006		SO
<input checked="" type="checkbox"/>	0 79606-001440		Onehundred, Player	8/1/1996	3/14/2006		SO
<input checked="" type="checkbox"/>	0 79606-001523		Onehundred Ten, Bobby	8/1/1996	3/16/2006		WOA
<input checked="" type="checkbox"/>	0 79606-001465		Onehundred Ten, Player	8/1/1996	3/14/2006		SO
<input checked="" type="checkbox"/>	0 79606-001524		Onehundred Ten, Suzy	8/1/1996	3/16/2006		O
<input checked="" type="checkbox"/>	0 79606-001444		Onehundredone, Player	8/1/1996	3/14/2006		SO

Team Assignment Codes
11 players

- ✓ The team roster will list all administrators and players rostered to that team. Included will be the administrator name, risk management status, coaching license level player ID#, player name, date of birth, date of registration, and transfer status.
- ✓ Print ID Passes for Player and Administrators from the Team Roster Screen.
- ✓ Email Player's and Administrator's from the **Team Roster** screen
- ✓ Edit Player Team Info
- ✓ Create Travel Rosters and Print Game Cards can be printed **Team Roster** area.

The roster screen includes a legend that details various alert tags appears next to an Administrator or player name.

 = Risk Management Failure	 = Paid
 = Required License Missing	 = Not Paid
 = Disciplinary Problem	 = Primary Team
 = Needs Photo To Print Card	 = Multi-Roster Primary Team
 = Locked: To many Cards Printed	 = Multi-Roster Alternate Team
 = Record Not Locked From Printing	 = Transferred
	 = Web Registration
	 = Added By Registrar
	 = Seasonal Migration
	 = Has Order
	 = Used Assignment Code

A. Printing Player/Admin Passes from the Roster Screen

Please refer to printer set up instructions if you have never printed cards on the system. Additionally, you will be required to download a print module to begin the card printing process.

- ✓ Mark the box next to the player or administrator name for cards that need to be printed. The system will automatically check those individuals that cards have not been printed.
- ✓ **Click** Print Cards
- ✓ The **PC** column on the roster indicates how many cards have been printed for each player or administrator.

To print a **Team Roster** simply **Click** the various **Print Roster Buttons** displayed on the team roster screen.

XI. USYSA Member Cards and Passes

A. Printing Your Cards

The ID Cards function is accessed from the left side of **Leagues & Teams** main navigation.

1. Printer Set Up

The screenshot shows the Affinity Technologies - Sports web application interface. The left sidebar contains navigation links: MY ACCOUNT, LEAGUES & TEAMS (highlighted), ADMINISTRATION, and TOURNAMENT. Under LEAGUES & TEAMS, there are links for Districts, Leagues, Clubs, Team, Players / Admins, ID Cards (selected), Reports, and Event/Class. The ID Cards section has sub-links: Print Cards, Verify Cards, and Printer Setup. The main content area is titled "ID Cards / Printer Setup". It contains instructions for selecting a printer and adjusting settings. The "Printer" dropdown is set to "\adcps1\Business Development". The "Vertical Offset" and "Horizontal Offset" fields are both set to 0. There is a checkbox for "Blank Card Stock Used" which is unchecked. At the bottom, there are buttons for "Print Test Page" and "Save Settings".

- ✓ Before you initially attempt to print your own cards, be certain to **Click** the **Printer Setup** navigation to fit the format of the USYSA blank card stock and follow the setup procedures.
- ✓ **Click** **Print Test Page** and print on a plain piece of paper; overlay the
- ✓ **Test** on top of the card stock and note the alignment
- ✓ Adjust the vertical and horizontal positions using increments of "0.01."
- ✓ Repeat the above steps until your test data is lined up on the cards.
- ✓ Finally, **Click** **save Settings** to lock these settings in your printer.
- ✓ This process should only have to be done once but will have to be repeated if there is a change in equipment.

2. HOW TO PRINT

- ✓ Select **Print Cards** from the side navigation area.
- ✓ **Click** on **Create New Cards**
- ✓ Set search criteria to search for player and administrators who need cards printed
- ✓ **Click** **Search**
- ✓ Mark the box for each individual who needs a card printed
- ✓ **Click** **Print Selected**

LEAGUES & TEAMS ADMINISTRATION TOURNAMENT

ID Cards / Print Cards / Create New Cards Page Size: 50 Reset

Select District: All Districts Select League: All Leagues Select Club: All Clubs

Select Play Type: All Play Levels Select Gender: All Genders Select Age Group: All Age Groups Paid: All

Card Type: All Print Status: Not Printed Search By: Last name, First Name Search For: Search

Print Selected Send To Association

Max 1000 cards can be printed in one batch (1 - 13) of 13

<input checked="" type="checkbox"/>	PC Name	Team	Team ID	ID	
<input checked="" type="checkbox"/>	0 One, Coach	5952 - G09	0199-02CG09-0001	7006-001231	A
<input checked="" type="checkbox"/>	0 Hamilton, Andrea	5952 - G09	0199-02CG09-0001	79606-001438	
<input checked="" type="checkbox"/>	0 One Hundred Eleven, Player	5952 - G09	0199-02CG09-0001	79606-001468	
<input checked="" type="checkbox"/>	0 One Hundred Nine, Jo Jo	5952 - G09	0199-02CG09-0001	79606-001501	
<input checked="" type="checkbox"/>	0 One Hundred Nine, Molly	5952 - G09	0199-02CG09-0001	79606-001500	
<input checked="" type="checkbox"/>	0 One Hundred Nine, Player	5952 - G09	0199-02CG09-0001	79606-001464	

The ID Cards Features also provides users the ability to:

- ✓ Send print jobs to the Association
- ✓ Obtain a History of print jobs
- ✓ Verify Cards

Note: If this is your first attempt at printing cards, the system will require you to download the print card software (Medico).

B. Verifying Cards

To verify a Player's card, access **Verify Cards** from the left side navigation.

- ✓ Enter **Player Number** and **Sec ID** (Security ID) or last name, first name
- ✓ **Click** **Verify Player**

The screenshot shows the Affinity Sports System interface. On the left is a blue sidebar with a navigation menu. The main content area has a header with tabs: MY ACCOUNT, LEAGUES & TEAMS (selected), ADMINISTRATION, and TOURNAMENT. Below the tabs, the page title is 'ID Cards / Verify Cards / Player Card'. The main content area contains instructions: 'Use this page to verify if a player's card is current and valid.' and 'Player name search will return a maximum of 100 results.' There are two search methods: 'Player Number' and 'SEC ID' (both with input fields), or 'Player Name: (lastname, firstname)' (with an input field). A 'Verify Player' button is at the bottom.

XII. Reports and Stats

A. Reports and Stats Navigation

The Affinity System aggregates valuable information according to **Leagues, Teams, Players** and **Administrators**. In each of these categories you can select the data you wish to view on screen, or prepare numerous reports. You may print the **Reports**, or export them in common formats that can be imported into such programs as Excel and Word.

The Affinity System offers a variety of reports to assist in managing the organization at all levels. Below is a list of reports.

League Reports

- **Duplicate Players** – List of possible duplicate player records in the League or Club

Team Reports

- **Team Summary** – A summary list of teams that include; Team ID #, Team Name, Gender, Play Type, Age Group, # of Players, # of Transfers, # of Team Administrators, and Team Status [Activated or Not Activated]
- **Team Summary with Fees** – A Team summary that includes Team and Player Fees
- **Team Roster and Team Roster 2** – Official Registration Roster for each team. All rosters can be printed from this report.
- **Team Roster Players** – Team Roster listing Only Players
- **Team Roster Administrators** – Team Roster listing only Administrators
- **Release & Transfer Detail and Summary** – A Summary and Detail by Teams of all release and transfers
- **Transfer Summary and Transfer with Fees** – List transfer by player name and fees charged by the Association for the transfer

- **Tryout List** – Report providing the number of players registered for Tryouts
- **Tryout Detail** – Report providing detail on Tryout Players
- **Head Coach Info** – Provides Team Name, Team ID #, Team Status, Gender, Age Group, HC Name, HC Work Number, and HC Mobile Number
- **Head Coach to Excel** – In addition to Head Coach Info, provide address of HC
- **Security Roles** – Individuals with Admin user accounts at the League or Club Levels

Player Reports [Accessible from the Player Look-UP Screens]

- **Addresses to Excel** – Player list with street, city, state , zip code and team name
- **Field Justification** – Player list by Team Name and Zip Code
- **Labels Team Name** – Labels in Avery 5160 format that includes team name
- **Labels – Household** – Labels in Avery 5160 format that prints only one label per household
- **Player Detail** – Player Report by League/Club that includes; Last, First, Address, zip code, DOB, Player ID #, gender, status [Pending, Assigned, Activated, etc], PlayType/Level, School, Hm PH#, Father, Father Phone, Mother, Mother Phone, Team ID# and Team Name
- **Application Forms** – Pre-populated Player Registration Forms that can be print out for returning players in a new season or whenever needed.
- **Player Detail All Fields** – Search by League and Club in Player Look-up to access report. Report is a comma delimited report that needs to be exported to Excel and then reformatted from comma to columns. Contains every field present in the player record including custom fields.
- **All Player Application Detail** - Provides a list of players highlighted in RED recognized as a possible duplicate record. Registrars should utilize this report and cancel those records that are not activated.

Administrator Reports [Accessible from the Admin Look-UP Screen]

- **Team Admin Detail** – Admin Report that includes; last name, first name, Admin ID, Role, Lic Level, Risk Status, address, city, zip, DOB, Status [Assigned or Pending], gender, phone #
- **Admin Labels** – Labels in Avery 5160 format
- **Admin Detail All Fields** – Search by League and Club. Report is comma delimited and will need to be exported to Excel. Once exported the report will need to be reformatted from comma to columns. Contains all fields from an Administrator record.
- **Application Form** – Pre-populated volunteer form

Financial Reports

- **Player Count Detail** – Provides a list of players in each club that includes; ID number, last, first, DOB, status, Accepted Y or N, Acceptance Date, Age, Play Type, Team Code, Media, Paid By, New YES or NO.
- **Player Count By Accepted & Status Summary** – Provides number of Activated, Assigned, Canceled, Pending, Rejected and totals.
- **Player Count by Status & Accepted Summary** – Same as above but in a different format.
- **Accepted Player Count (All) By Age & Play Type Summary** – provides number by age group, play type and totals. For New and Returning Players.
- **Accepted Player Count by Age & Play Type Summary** – provides number by age group, play type and totals for New Players Only.
- **Accepted Player Count by Pay Type and Media** – provides number by pay type [CC, Non CC, other] and media type [Internal, Migrated, Web] with totals.
- **Accepted Count by District/League/Club** – Player Count and Total State Fees
- **Admin Count Detail** – includes ID number, last, first, DOB, Status [Pending or Activated] Play Type
- **Admin Count by Teams and Play Type** – provides numbers rostered to teams and not rostered to teams by play type.
- **Payment Summary by Player** – By League/Club, provides Player ID, Last, First, Order #, Application Status [Pending, Assigned or Activated], fees, paid, due, pay status, team code

- **Payment Detail by Player** – includes order number, reference id, last, first, total price, status applied, due, for full payment and payment plans.
- **League Payment CC Detail and Summary** – provides list of players that paid with credit card or a summary of credit card payments through Visa/MC, Discover and American Express.
- **League Payment NON CC Detail and Summary** – provides list of players that paid manually or a summary of all manual payments.

B. Accessing Reports & Stats

- **Click** Reports & Stats in the left navigation area
- Select the information you wish to view, or report you wish to prepare, and **Click** League, Team, Player or Administrator Report from the left side navigation.

Sample Report

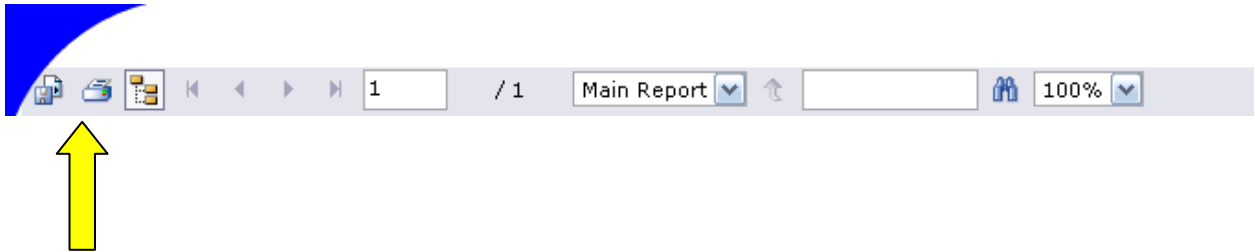
Team Summary of active teams. Season Fall 2007-2008 Page 1 of 2

League Name: Del Mar Carmel Valley Sharks League ID: 11

Club: Del Mar Carmel Valley Sharks Club ID: 01

Team ID	Team Name	Gender	Play Types	Play Levels	Ane Group	Players	Transfers	Releases	Admins	Team Fee	Player Fees
0211-01B008-1900	Del Mar Sharks Girls - 99 Blue	Girls	Competitive	Comp Blue	Under 08	0			0	19.00	168.00
0211-01B009-1901	Del Mar Sharks Girls - 98 Blue	Girls	Competitive	Comp Blue	Under 08	10		2	28	19.00	168.00
0211-01B010-0903	Del Mar Sharks Girls - 97 Blue	Girls	Competitive	Comp Blue	Under 10	13	1		2	19.00	168.00
0211-01B011-0912	Del Mar Sharks Girls - 96 Blue	Girls	Competitive	Comp Blue	Under 11	16	2		3	19.00	216.00
0211-01B012-0914	Del Mar Sharks Girls - 95 Blue	Girls	Competitive	Comp Blue	Under 12	13		2	3	19.00	216.00
0211-01B013-0916	Del Mar Sharks Girls - 94 Blue	Girls	Competitive	Comp Blue	Under 13	17	2	4	4	19.00	216.00
0211-01B015-0921	Del Mar Sharks Girls - 92 Blue	Girls	Competitive	Comp Blue	Under 15	17			2	19.00	216.00
0211-01S011-0911	Del Mar Sharks Girls - 96 Silver	Girls	Competitive	Comp Silver	Under 11	16			4	19.00	216.00
0211-01S012-0917	Del Mar Sharks Girls - 95 Silver	Girls	Competitive	Comp Silver	Under 12	17	4		3	19.00	216.00
0211-01S013-1903	Del Mar Sharks Girls - 94 Silver	Girls	Competitive	Comp Silver	Under 13	17	1		4	19.00	216.00
0211-01W008-0900	Del Mar Sharks Girls - 99 White	Girls	Competitive	Comp White	Under 08	10		1	4	19.00	168.00
0211-01W009-0901	Del Mar Sharks Girls - 98 White	Girls	Competitive	Comp White	Under 09	13	4	1	2	19.00	168.00
0211-01W010-0902	Del Mar Sharks Girls - 97 White	Girls	Competitive	Comp White	Under 10	11	1		6	19.00	168.00
0211-01W011-0910	DMCV Sharks Girls - 96 White	Girls	Competitive	Comp White	Under 11	0			0	19.00	216.00
0211-01W012-0913	Del Mar Sharks Girls - 95 White	Girls	Competitive	Comp White	Under 12	18	5		2	19.00	216.00
0211-01W014-0918	Del Mar Sharks Girls - 93 White	Girls	Competitive	Comp White	Under 14	3		11	5	19.00	216.00
0211-01W015-0920	Del Mar Sharks Girls - 92 White	Girls	Competitive	Comp White	Under 15	1			3	19.00	216.00
0211-01W016-0923	Del Mar Sharks Girls - 91 White	Girls	Competitive	Comp White	Under 16	0			0	19.00	216.00
0211-01W017-0925	Del Mar Sharks Girls - 90 White	Girls	Competitive	Comp White	Under 17	16	1	1	2	19.00	264.00
0211-01W019-0927	Del Mar Sharks Girls - 89 White	Girls	Competitive	Comp White	Under 19	0			4	19.00	264.00
0211-01W019-0926	Del Mar Sharks Girls - 89 White	Girls	Competitive	Comp White	Under 19	18			3	19.00	264.00
0211-01B008-0984	Del Mar Sharks Boys - 99 Blue	Boys	Competitive	Comp Blue	Under 08	11			2	19.00	168.00
0211-01B009-0954	Del Mar Sharks Boys - 98 Blue	Boys	Competitive	Comp Blue	Under 09	12			3	19.00	168.00
0211-01B010-1904	Del Mar Sharks Boys - 97 Blue	Boys	Competitive	Comp Blue	Under 10	11			2	19.00	168.00
0211-01B011-0959	Del Mar Sharks Boys - 96 Blue	Boys	Competitive	Comp Blue	Under 11	16		1	2	19.00	216.00
0211-01B012-0961	Del Mar Sharks Boys - 95 Blue	Boys	Competitive	Comp Blue	Under 12	18			2	19.00	216.00
0211-01B013-0963	Del Mar Sharks Boys - 94 Blue	Boys	Competitive	Comp Blue	Under 13	16	1	3	5	19.00	216.00
0211-01B016-0969	Del Mar Sharks Boys - 91 Blue	Boys	Competitive	Comp Blue	Under 16	18		2	3	19.00	216.00
0211-01B017-0971	Del Mar Sharks Boys - 90 Blue	Boys	Competitive	Comp Blue	Under 17	0			0	19.00	264.00
0211-01B019-0973	Del Mar Sharks Boys - 89 Blue	Boys	Competitive	Comp Blue	Under 19	13		2	2	19.00	264.00
0211-01G007-0986	Del Mar Sharks Boys - 00 Gold	Boys	Competitive	Comp Gold	Under 07	10		1	2	19.00	168.00
0211-01G008-0983	Del Mar Sharks Boys - 99 Gold	Boys	Competitive	Comp Gold	Under 08	11		1	2	19.00	168.00
0211-01G009-0953	Del Mar Sharks Boys - 98 Gold	Boys	Competitive	Comp Gold	Under 09	14	2		4	19.00	168.00
0211-01G010-0956	Del Mar Sharks Boys - 97 Gold	Boys	Competitive	Comp Gold	Under 10	14	1		3	19.00	168.00
0211-01G015-0979	Affinity Test Boys 14	Boys	Competitive	Comp Gold	Under 15	0			2	19.00	216.00
0211-01S013-0990	Del Mar Sharks Boys - 94 Silver	Boys	Competitive	Comp Silver	Under 13	17		1	2	19.00	216.00
0211-01W007-0985	Del Mar Sharks Boys - 00 White	Boys	Competitive	Comp White	Under 07	11			2	19.00	168.00

When you generate a report, the format will include a tree structure on the left-hand side of the report page. This tree structure allows you to expand the tree by clicking on the [+] and go directly to the to a team, zip code, etc. You can close the tree by **clicking** the **Yellow icon** at the top left hand side of the report. Once the tree is closed the report will left justify.



Export, Print, Close Tree

C. Printing/Exporting Your Reports

To print your report correctly, the report must be printed through Adobe Acrobat Reader which most computers now have installed.

1. Print your report

- **Click** on the small printer icon on the top left edge of the screen
- **Click** on the page number to print (usually select ALL) and **Click** the Print **Button**
- **Click** Open to open up the report in Acrobat or **Click** save and save to your desktop.
- You can then print the report in Acrobat
-

Note: *Printing is done from the report window not from your Window Tool Bar*


2. Export your report

- **Click** on the small **File** icon to the left of the printer icon at the top of the report
- A screen will appear requesting the export file type; presently the available file export types include: Crystal Reports, Acrobat, Word, Excel, and Rich Text Format; select the desired file type
- Select the page(s) to export and **Click** **Export**
- A file will be created that can either be stored on your computer or opened in the appropriate software program

TIP: There are also special reports built into the **Player Lookup** and **Administrator Lookup** tables that can also be used to prepare and output information. After a search has been performed and the search results are listed on the screen, select the desired report from the drop down in the top area of the screen.

3. Reformatting a Comma Delimited Report

- **Select** from Player Look-UP or Admin Look-UP. Detail Report All Fields
- **Click** on the Print Icon to open the report

- **Click** on the Export Icon  located in the upper left corner of the report
- **Select** from the File Format drop down "Microsoft Excel Data Only"
- **Check** All Page Ranges and **Click** OK.
- In the worksheet **Highlight Column A**
- Select from the Window Tool Bar "Data" – "Text To Columns"
- **Check** delimited and **Click** next
- **Uncheck** Tab and **Check** Comma – **Click** next
- **Click Finish** and then adjust the columns

XIII. Email Broadcasting

One of the most powerful functions of the Affinity System is the system's communication ability to target your membership with important emails announcements. This function is coupled with the **player, administrator, parent and payment management lookup functions**. Additionally emails can be set from the **Team Roster** screens. When you perform a lookup for a particular subset of your members, you will notice an icon in the shape of an envelope at the top far left of the search results and a column under this icon next to each name. This is the icon for broadcasting emails.

WELCOME
Vince Mirabella
Cal South
Fall 2003-2004

LEAGUES & TEAMS **ADMINISTRATION** **TOURNAMENT**

Player Lookup Page Size: 500 Reset Report: --Choose Report--

Select League: DEMO - 0392 Select Club: All Clubs In Selected League

Select Play Type: All Play Types Select Gender: All Genders Select Age Group: All Age Groups Application Status: No Application Status

Disciplinary Filter By: No Disciplinary Disciplinary Status: All Search By: Last name, First Name Search For: Search

Player Name	Address	Team ID	Player ID	Home Phone
<input checked="" type="checkbox"/> Name 1	Address 1	Team ID 1	Player ID 1	Home Phone 1
<input type="checkbox"/> Name 2	Address 2	Team ID 2	Player ID 2	Home Phone 2

Sending Emails

- Sending An Email To All Members of a Search
- To send an email to all members of the search, **Click** the envelope Icon and a green checkmark will appear in the box next to the same.
- Sending An Email To Selected Members of a Search
- To send an email to selected members of the search, simply **Click** the checkbox next to the member's name
- Once you have selected the members, go to the bottom of the screen and **Click** the **Email Selected Players** or **Email Selected Admin Button**. You will then be taken to the email composition screen.

Note: This function can also be done from the **TEAM ROSTER AREA**. System generated auto emails are tied into Online Registration, Event/Classes and Tournaments.

Appendix A

Terms and Definitions

By necessity, there are a number of terms that are used to define the various actions and status of players and administrators within the registration process. These terms are defined below:

Application Status: the status of a player within the registration process; each time a player is entered into SAO either through online registration, registrar entry, or seasonal migration, an electronic application is created to this player. The application status of players is categorized as:

- **Pending Player:** a player who has submitted an application to a league whether by the league registrar or via a parental online application but whose check boxes for registration have not been clicked; this player has not been "cleared"
- **Assigned Player:** a player who has applied to a league, been "cleared" and assigned to a team but the team has not yet been activated; this is also the status of a player who has been migrated from one season to the next
- **Activated Player:** a player who has been rostered to an activated team and for whom a USYSA player card can be printed; removal of a player from an activated team can only be accomplished via the release and transfer rules.
- **Cancelled Application:** a player whereby the application has been cancelled for the season. This function is performed in the player's record under the Application Tab. If the player is assigned to a team this function is not available.
- **Rejected Player:** a player can be rejected when in the "Pending Status". The Rejected function is a check box located to the left of a player's name in the Player Look-Up screen.

Clearing a Player: the process of clicking the accepted and legal boxes for a player through the player lookup function; a "cleared" player can then be assigned to a team.

District Pool : a "location" where released players reside until transferred to an activated team; a player in a district pool may be issued an ID Pass by a District Level user to participate as a guest player.

Player Release: the process of releasing a player from an activated team; accomplished through the requirements as set forth in the Soccer Association Rules; until a player is transferred to another activated team, said player shall remain in the District pool of the District where the player was rostered.

Player Release and Transfer: The process of transferring a player from one activated team to another activated team which is accomplished through the requirements set forth in the Soccer Association Rules.

Risk Management Status: the current status of an administrator's risk management clearance.

- **Approved or Eligible:** no negative report record received from the back ground checking company or Criminal Justice Department.
- **Sent:** risk management has been sent for processing but a report has not yet been received.
- **Failed or Ineligible:** a report has been received with negative information. Administrator is labeled failed or ineligible. This can only be overridden by the State Risk Management. Cannot be rostered to a team.
- **None:** administrator has not undergone risk management processing.
- **Sent to State Association:** administrator has provided all necessary risk management paperwork and such paperwork is awaiting transmission to the background checking company or Criminal Department of Justice.

Note: a USYSA administrator member pass will only printed for the Approved or Sent statuses.

Media Type: a search filter on the Player Lookup function that provides information of the method by which a player was entered into a League's registration.

- **Web:** player registration was received via online parental registration
- **System:** player registration was received via migration from one season to another
- **Internal:** player registration was entered directly by a league registrar

Team Activation: the process of completing the player and administrator rostering to a team; accomplished by **Clicking** the activation tab on the Team page subject to the meeting of Soccer Association's rostering business rules; USYSA member passes can only be printed for an activated team.

Appendix B

Online Registration

For leagues/clubs to offer Online Registration the leagues or club configurations have to be completed (See **Section III – B**)

- Complete all League/Club configurations. If the organization has more than one club it is recommended that Online Registration configuring be done at the club level.
 - Have play levels been created at the League level?
 - Have fees been created for each play level and age group?
 - Have seasons been designated?
 - Has billing and payment information been input?
 - Have payment plans been established?
 - Have Registration Fields and customized text been completed?
- Create a Domain URL. [League/Club Short name]. affinitysoccer.com
Example: cysa-fcrec.affinitysoccer.com.
- Provide the League/Club webmaster the url so that a link can be added to the website.
- Provide a completed ACH Wire Transfer form to Affinity Sports to set up credit card payment process for Online Registration.
- Contact Affinity Sports to review your configurations and provide date that the Online Registration link will be activated on the website.

Online Registration Set up – Configuration Check List

√ LEFT NAVIGATION

SUB TABS

	League Level	Establish Play Levels <ul style="list-style-type: none"> - Leagues/find/edit/delete - Registration/Play Levels
	League Level	Configure Seasons <ul style="list-style-type: none"> - Leagues/find/edit/delete - Registration/Season/[+] New season must be opened up and Play Levels and Age Groups need to be defined for this new season
	Club Level	Club Config/Club Info Tab Create a Domain URL – this should be placed on the clubs website to direct users to Online Registration.
	Club Level	Payment Tab <ul style="list-style-type: none"> - Check type of payments offered. - If accepting credit cards it is necessary to contact Affinity Sports to set up the credit card grid. - Complete ACH Wire Transfer form and fax to Affinity Sports
	Club Level	Billing Tab Enter the billing information that will appear on the Online Registration receipt.
	Club Level	Registration/Season Tab [+] <ul style="list-style-type: none"> - Check the play types and each age group that applies to the play types. - Check – Show on Public Registration - Check – Requires Payment - Check – Show Application Types – “Coach” “Player” - Click Update Note: You will need to Assign PDF/ELA once these have been created. – This step must also be done at the Club level.
	Club Level	Registration/Custom Fields <ul style="list-style-type: none"> - Create Field Title - Select Field Type – Note: If Text Box is selected you must enter a field size. - Create Option Text and click add until all options are created. - Checks applies to and determine if this will be a required field.

√ LEFT NAVIGATION

SUB TABS

	Club Level	Registration/Fees Tab <ul style="list-style-type: none"> - Select “Registration” from the New Fee Type
--	------------	--

		<p>drop down menu</p> <ul style="list-style-type: none"> - If all age groups and/or all play levels are priced equally check both boxes and enter the fee in the First age group field. This will auto populate all of the remaining fields. - If fees vary for each age group or play level enter the fee into each field. - Click Create Fee when completed - To set up payment plans; Select from Edit Fee Type drop down menu the fee type created. - Select Pay Period and Max # Installments from the drop down menus then enter the deposit for each age group and play level – click “update payment plan” when completed.
	Club Level	<p>Registration/Fields</p> <p>The drop down menu provides a list of all the screens that appear during Online Registration.</p> <ul style="list-style-type: none"> - Update and Edit Screen Text - Hide, Show or Require specific items for Online Registration. <p>Recommend that you contact Affinity Sports for further instructions on this area.</p>
	Club Level	<p>Registration/Billing Tab</p> <ul style="list-style-type: none"> - Enter the clubs billing/mailling address. This will be included on the registration receipt for mailing check payments.
	Club Level	<p>Registration/Billing/Donation Tab</p> <ul style="list-style-type: none"> - Provide Donation Title - Provide brief Donation Description - Create and Add Options - Click “Add Donation to Payment Screen”
	Club Level	<p>Registration/Billing/Payment Tab</p> <ul style="list-style-type: none"> - Check the type of payments accepted for Online Registration. - If you elect to accept credit cards check Use default merchant account settings should be checked. - Click update when finished
	Club Level	<p>Club Config/Content/Look & Feel Tab (Customize the look and feel for the club)</p> <ul style="list-style-type: none"> - Upload Club Header - Upload Club Logos



LEFT NAVIGATION

SUB TABS

	Club Level	<p>Club Config/Content/Look & Feel</p> <ul style="list-style-type: none"> - Upload Black and White Logos - Upload Sm Logos - Upload Player or Administrator Photos (Appear on open registration screens)
	Club Level	Club Config/Content/Content

		<ul style="list-style-type: none"> - General Tag Group – Welcome Create your opening Welcome Text for Online Registration. - Registration Tag Group – REG_ASSOC_HOTSHEET – Created Right Margin bulleted text.
	Club Level	<p>Club Config/Content/Documents/Forms (Player Application and Administrator Applications have already been added to the site)</p> <ul style="list-style-type: none"> - Upload additional PDF Forms required by the club - Forms can be printed at the end of the Online Registration process. <p>Note: PDF Forms must be assigned under the Season Tab for every new season.</p>
	Club Level	<p>Club Config/Content/ELA's</p> <ul style="list-style-type: none"> - Create Electronic Legal Agreements - Enter Document Description - Enter Document Text - Check Registration ELA - Click Add Document <p>Note: ELA's must be assigned under the Season Tab and needs to be reassigned for each new season.</p>
	Club Level	<p>Assigning Forms/ELA's</p> <ul style="list-style-type: none"> - Select Registration/Season [+] - Click on Assign PDF/ELA located at bottom of season grid. - Check the play type under the season year where the forms or electronic agreement applies. - Click "Save Changes"
	Club Level	<p>Club Config/Message/Templates (Message Templates have been created for auto messaging – these need to be updated with the club information.)</p> <ul style="list-style-type: none"> - Update the From Address - Update the Name Field - Update the text with club specific information - Click Save and Continue – complete updated all templates.

ACH Wire Transfer Form

Wire transfers are initiated by Affinity Development Group, Inc., (Affinity Sports) for monies collected on behalf of an Association, League, or Club who accepts credit card payments for player registration, tournament registration and event or class registrations.

Wire transfers are initiated weekly and a wire notification is sent to the organization via email when a wire has been initiated. You can expect to receive funds within 1-2 business days from the date of the transfer depending on your financial institution.

Bank account information is required to initiate a wire transfer. It is your responsibility to update your contact information with Affinity Sports if your organization changes banks and/or if there is a change in account signors.

Reserve

A reserve will be withheld from the first remittance to cover any credit card charge backs or disputes that should arise from Affinity Sports processing the credit card. The amount of the reserve is determined based on the actual registration fee and multiplying the fee times two for a reserve amount.

The reserve will be held for 120 days after the last transaction has been processed in the event that a charge back dispute is filed with the credit card processing company.

Fees

Credit Card processing fees are _____ per transaction. Credit cards accepted are American Express, Discover, MasterCard and Visa. The credit card fee is passed on as a convenience fee during the online registraion process unless ADG is instructed by the League or Club that they wish to hide this fee from the end user.

Online processing fees are _____. Online processing fees are passed on as a processing fee during the online registration process unless ADG is instructed by the League or Club to hide this fee from the end user.

Please complete the information below and fax to Affinity Sports (858) 777-6833 Attn: Hannah Burakova

Contact Information	Phone Number	
Name:	Fax Number	
Address:	E-mail Address	
City:	Contact	
State:		
Zip:		

Bank Contact Information	Bank Account Number	Transit or ABA Number (Nine Digit Number)
Bank Name: Contact Name: Address: City: State: Zip: Phone: Email Address:		

Credit Card Fees: _____ Online Processing Fees _____

Affinity Development Group requires two signatures who are listed as the signatures' with the Bank listed above:

Signature Title Date

Signature Title Date

Online Registration Flow for Players

- Families begin the Online Registration from the League/Club website or are provided the url that has been created to access online registration which directs them to Affinity Sports Online Registration.
- Parent **Clicks** "New Application"
- Parent selects Player Registration and **Clicks** continue.

Note: *If a league/club offers Tryout Registration this will be listed as an option on the Registration Type Screen.*

- Opening Online Registration Screen
Parent clicks "Registration" tab to begin the process

Note: *Text on opening screen can be customized by the club using the content feature.*

Soccer Club of Oceanside Recreational Online Registration

INTERNET EXPLORER is the preferred browser to complete the registration process, the system will support other browsers but if you experience difficulty please call the support number below

If you have never used online registration click "Registration" tab above

Returning online users or administrators with user name and passwords:

PLEASE ENTER YOUR USER NAME AND PASSWORD TO SIGN IN.

If you need help or assistance completing your Online Registration Or printing registration forms after you complete online registration Please Call 800-817-5977

PLEASE PAY CLOSE ATTENTION TO THE ELECTRONIC LEGAL AGREEMENT YOU WILL INITIAL

ASSOCIATION HOT SHEET

SPRING REGISTRATION for SPRING 2008 is currently accepting late registration; however if registering after December 5th a wait list could apply depending on the division of the child

Late Registration \$110.00 per player and can only be done by using this online process

?? \$5.00 sibling discount.

?? No buddy sign ups allowed

?? No one else is guaranteed placement until they have been

- User selects "Player" for player registration or "Coach" for a coach registration.

CO - Rec

Registration Types

Registration NOT Completed

Help

Click on the circle inside box to make your choice, then click the continue button.

PLEASE CHOOSE

☐ **Player Registration**
Sign up yourself or your kids with Soccer Club of Oceanside Recreational Program
To get started select player or coach.

☐ **Coaching Registration**
Apply to coach or manage a team.

continue >>

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Note: *The Online Registration includes a progress bar at the top of each screen. Also ?Help is on each screen to assist users with the registration process.*

- Account Verification
 - If player is returning, parent can use Option 1 and enter username and password or
 - Option 2 and enter player last name, DOB and address
 - Option 3 is for new players

LO - Rec

AL SOUTH



Account Verification

Registration NOT Completed

[Help](#)

THERE ARE THREE OPTIONS ON THIS PAGE PLEASE CHOOSE ONLY ONE! If you are a Returning Player for this League and dont know your username and password - please enter childs last name, birthdate, and address - and then click the button "LOG IN USING ACCOUNT INFORMATION." If you are a Returning Player and remember your username and password, please enter and click the button "LOG IN USING ACCOUNT INFORMATION." If neither option finds a match then click "Create New User Account." If you need assistance please contact Tech Support at 1-800-817-5977.

Please choose an Option to Retrieve your information or create a New account

- Using **Option 1 or 2** will allow the system to find your existing Family information to update and/or add new family members.
- If the system cannot find a match and you do have an account in the sytem,please call the 800 number so we can assist in locating your record.

OPTION 1: Returning user, please login using your username and password.

Username* Password*

Login Using Your Account

* are required fields

OPTION 2: Returning user without a username and password, enter infomation and then login.

Last name and Birthdate must be of a member already in the system

Players Last Name* Birth Date (MM/DD/YYYY)*

Address* City* State* Zip*

Login Using Account Information

* are required fields

OPTION 3: New user, click Create New Account button.

Create New Account

- New Account – Parent enters primary household information and creates username and password.
- Existing users would skip this screen.

SCO - Rec
CAL SOUTH

New Account Creation (Primary Account Contact)

Registration NOT Completed [Help](#)

Please enter all information for primary contact to create a new account.

- The Information you are providing on this page is for the **Contact (Parent or Guardian)**. Unless the player is an **Adult** do not enter the player information on this page
- If a minor is to be registered as a player then the Primary contact must be a Parent or Guardian.

First Name* Sue **Initial** **Last Name*** ADGhinkle **Suffix**
Address 1* 10251 Vista Sorrento Parkway
Address 2
City* San Diego **State*** CA **Zip*** 92121
Home Phone* 8888888888 **Mobile Phone**
Email Address* shinkle@affinitydev.com
Confirm Email Address* shinkle@affinitydev.com
User Name* hinkleadg
Password* *****
Confirm Password* *****

* are required fields

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- Family Member List Screen

SCO - Rec
CAL SOUTH

Family Members List

Registration NOT Completed [Help](#)

- If the player is a minor at least one Parent or Guardian is required.
- If you are an **Adult player** you do not need to enter a Parent Guardian.
- You only need to add those in your family that are applying to the season as a Player, Administrator, Referee(if available) and Parent or Guardian.
- If the Family member is not applying then do not select a Check Box.

Please complete the form below. Information is only needed for those in your family applying as players or administrators. If Minors are added, please be sure to add all parents or legal Guardians for those players.

Family Members

1.	Apply to Season as <input type="checkbox"/> Player <input type="checkbox"/> Coach / Admin <input checked="" type="checkbox"/> Parent / Guardian	First Name* Sue Relationship* Mother	Middle / Initial Gender* Fems	Last Name* ADGhinkle
2.	Apply to Season as <input checked="" type="checkbox"/> Player <input type="checkbox"/> Coach / Admin <input type="checkbox"/> Parent / Guardian	First Name* Player Relationship* Player	Middle / Initial Birthdate (mm/dd/yyyy)* 12 / 12 / 1997	Last Name* ADGhinkle Gender* Fems
3.	Apply to Season as <input type="checkbox"/> Player <input type="checkbox"/> Coach / Admin <input type="checkbox"/> Parent / Guardian	First Name* Relationship* No Relatio	Middle / Initial Gender*	Last Name*
4.	Apply to Season as <input type="checkbox"/> Player <input type="checkbox"/> Coach / Admin <input type="checkbox"/> Parent / Guardian	First Name* Relationship* No Relatio	Middle / Initial Gender*	Last Name*

* are required fields.

- User **selects** "parent/Guardian" if parent only or "parent/Guardian" and "Coach" if parent is also a coach.

- User then adds players to the additional rows and **Click** continue when all parents and players have been added to the family.
- Family Review List – a summary of who has been registered. User can **click** “go back” to add additional family members or **Click** continues to proceed.

Family Members Review List

Registration NOT Completed [Help](#)

Please carefully review information below. If everything is correct, please click Continue to the next page. Otherwise click back to the previous Family Members List page to modify.

Applying to Current Season as Player

Register As	Name*	Relationship*	DOB*	Gender*
Player	Player ADGhinkle	Player	12/12/1997	F

Applying to Current Season as Parent

Register As*	Name*	Relationship*	DOB	Gender
Parent	Sue ADGhinkle	Mother		F

[<< back to Family Members List](#) [continue >>](#)

* are required fields.

- Player Application Screen - Select play level from the drop down and **Click** create application

Player Application

Registration NOT Completed [Help](#)

Please select the Play Level for player selected on the left.

Name	Birthdate
▶ Player ADGhinkle	12/12/1997

Player ADGhinkle (DOB: 12/12/1997)

Application Season*
Spring 2008

Application Play Level*
Recreational [i](#)

*Required

[create application >>](#)

i : Clicking this for information about Application Play Levels.

PLEASE NOTE: Applying does not guarantee that your application will be accepted. The final decision on acceptance to an association, league, or club is the responsibility of the association, league, or club.

- Player Detail screen is completed, **Click** continue

Player Detail

Registration NOT Completed [Help](#)

Please enter all the information requested for the applicant.

CLICK HERE TO UPLOAD PHOTO 100X120 PIXELS

Personal Information

Legal First Name* Middle Legal Last Name*
 Player ADGhinkle
 Alias (Nickname)
 Relationship* Gender* Birthdate (mm/dd/yyyy)*
 Player Female December 12 1997
 School Name*
 Number of Prior Seasons Played*

Emergency Contact Information

Person to Notify in Emergency* Telephone*
 Sue ADGhinkle (888) 888-8888
 Doctor to Notify in Emergency Telephone
 List any medical problem/prohibition player has
 Sibling_in_Same_Division*
☐ No ☐ Yes
Club Additional Information
 BUDDY*
☐ NO ☐ YES
 BUDDY NAME
 Volunteer Position*
 CALL ME FOR HELP
 *Required
 continue >>

- Registration Summary
 - Parent can edit information, add another player or add another family member or **Click** continue to proceed with the Online Registration process.

Registration Summary

Registration NOT Completed [Help](#)

Family Information [add another family member](#)

Family Member	Relationship	Birth Date	Work Phone	Cell Phone
1. Sue ADGhinkle	Mother			edit
2. Player ADGhinkle	Player	12/12/1997		edit

Primary Household Location

Address: 10251 Vista Sorrento Pkwy
San Diego, CA 92121-3774

Primary Email Address: shinkle@affinitydev.com

Home Phone: (888) 888-8888

All Applications For Current Season [create another application](#)

Name (DOB)	Club	Season	Play Level	Type
1. Player ADGhinkle (12/12/1997)	Soccer Club of Oceanside Rec	Spring 2008	Recreational	Player edit cancel

You must click continue to proceed with the registration process.

continue >>

- ELA [Electronic Legal Agreement] Screen

Electronic Legal Agreement

Registration NOT Completed

Help

Acknowledgement of all the ELAS is required to continue and submit the Registration.

Print

1 of 4 Buddy Policy for Players

The Soccer Club of Oceanside will not grant special requests for a particular coach unless the player's parent is the coach. We will, however, allow a "buddy" sign-up. To be eligible for the "buddy" sign up the following is mandatory: 1. Each player may "buddy" with only one other player siblings are considered buddies. If there are more than two siblings in the same division this will be allowed. Except for siblings, if more than one buddy is listed all buddy requests will be void. 2. Both completed registration forms must be stapled and turned in or mailed to the registrar together. If you register online they must be post marked no later than one week from the online registration date and within one week of your online registration payment. Online registrations must be mailed to SCO Registrar 760 Rivertree Drive, Oceanside, CA 92058 3. Both players must be eligible to be on the

☐ Agree*

- Parent Checks "Agree" to each ELA listed and then Clicks "I Agree" to continue. If a parent clicks "I Do Not Agree", the system stops the registration process.

Note: Parent can print the ELA's from this screen and from "My Account".

- Payment Screen

Registration Payment

Registration NOT Completed

Help

If you are not placed on a team you will be provided a full refund of the registration fee. Your credit card will only be charged a registration fee once the application is accepted to a League/Club.

For applicable discounts please contact your League/Club

Donation

Club Donations

Amount

☒ \$0 ☐ \$25 ☐ \$50

☐ \$100 ☐ \$150

☐ \$300 ☐ \$500

Product	Promo Code	Qty	Shipping	Price
✓ Player ADGhinkle, Registration Fee, Under 10 ,Recreational		1	0.00	100.00
✓ Player ADGhinkle, Registration Late Fee, Under 10 ,Recreational		1	0.00	10.00

2 item(s) totaling: 110.00

Tax: 0.00

Shipping and Handling: 0.00

Order Total: 110.00

Total Due: 110.00

Payment Method*

Choose One

continue >>

- Parent can enter an amount to donate to the league if this has been configured by the League/Club.
- Parent can select and choose a payment plan if this option is offered by the League/Club.
- Parent can select payment options "Pay By Check" or Credit Card

Pay by Check / Cashiers Check
You may pay by check, by clicking Pay By Check / Cashiers Check button to use this option.

If you select a payment plan and are paying by check:
YOU MUST MAIL YOUR DEPOSIT AND YOUR POST DATED CHECKS WITH YOUR REQUIRED FORMS TO THE MAILING ADDRESS PROVIDED ON THE THANK PAGE. THE CHECK AMOUNTS AND CHECK DATES SHOULD BE THE RESPECTIVE INSTALLMENT AMOUNTS AND DATE AS SHOWN ON YOUR RECEIPT. THE CHECKS WILL BE DEPOSITED ON THE DATE OF THE CHECK.

Pay by Credit Card
A credit card authorization will be processed on your credit card at the time of your order, causing a temporary hold (approximately 30 days) for the total amount due. Your credit card will be charged when you are accepted to the respective League/Club, unless other arrangements are made. Credit cards will be charged a convenience fee.

Pay By Check / Cashiers Check

Credit Card Type*
☐ MasterCard ☐ VISA ☐ Discover ☐ American Express

Card Number* **Expiration Date*** /

Name on Card*

Card Verification Number*

(On the back of your card, locate the final 3 digit number)
Help finding Card Verification Number (Using Amex?)

Address 1*

Address 2

City* **State*** **Zip***

Billing Phone*

Submit Credit Card Payment

- Payment Summary Screen provides parent a summary of their registration and total fees due. **Click** Complete Registration

Payment Summary

Registration NOT Completed [Help](#)

Below is the total cost for the registration applications you have created during this session.

Please Confirm The Payment Information Below
Then click the Submit Applications button below to confirm the applications. If this page is incorrect please press the Back To Payment Page button to return to the payment page to make a new payment option.

Order#	Applicant	Club Applied to	Season	Registration Fee
1-374389	Player ADGhinkle	Soccer Club of Oceanside Rec - Registration Fee, Under 10 ,Recreational	Spring 2008	\$100.00
1-374389	Player ADGhinkle	Soccer Club of Oceanside Rec - Registration Late Fee, Under 10 ,Recreational	Spring 2008	\$10.00
Total:				\$110.00

<< Back To Payment Page **Complete Registration**

- Thank You Screen – Online Registration has been completed
 - Parent can print any forms required by the club

The screenshot shows the 'Thank You' screen of the Affinity Sports System. The page has a blue header with 'My Account' and 'Sign Out Here' links. A green progress bar indicates 'Registration Completed'. The main content area contains the following text:

Thank You

Registration Completed [Help](#)

Your Registration has been submitted to the respective League of Registration.

To complete the process please:

- 1) Sign the printed Player registration form printed from the online system and HAND DELIVER to: SCO Registrar, 760 Rivertree Drive; Oceanside, CA 92054. PLACE FORM AND PAYMENT IN SCO MAIL BOX ON THE PORCH
- 2) This signed player form must be given to your League Registrar before your registration will be considered complete.

If you created a Username and Password you can log in at anytime and:

- 1) Update your account information.
- 2) Update your family information.
- 3) Check on the status of your application.
- 4) Once assigned to a team you can look at your team roster information.

If the PDF form fails to open, or you closed the download by accident, click the "Print Forms" button to print it again.

[Print Forms](#)

[Get Adobe Reader](#)
Click to Get Adobe Reader

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The 'File Download' dialog box is open, asking 'Do you want to open or save this file?'. It shows a PDF icon and the following details:

- Name: receipt.pdf
- Type: Adobe Acrobat Document, 166 KB
- From: secure.sportsaffinity.com

Buttons: Open, Save, Cancel

Warning: While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file.

Administrator [Coach or Team Manager] Registration

The online registration process for administrators begins with the same process as online registration for players. If a league provides a web link the administrator will be taken from the league or club registration web page and will proceed as follows:

- **Click** Registration
- Then select Coaches/Team Administrators and proceed with the registration.
- Complete all of the registration screens
- **Click** Save and Continue

Tryout Registration

If the League/Club has configured a Tryout play level and designated Tryouts and age groups within the active season a Tryout Players can register online.

- Player would access the League/Club website and **Click** Registration.
- At the opening Online Registration screen player would select Tryout and complete a brief registration.
- Club Administrator provides coach printed Tryout List of players who registered Online. [Reports]
- If the player shows up for tryouts and makes a team the Club Administrator would roster the players to the team and the Coach would then generate player offers from the Team Roster screen.
- Player received a system generated email that provides instruction on how to complete their application through online registration.

PLAYER OFFER

- Coach logs on to the system to access **My Account**
- Under Teams – **Clicks** Player Offer. This opens the Team roster Player Offer Screen.
- Coach marks each player listed on the roster and **Clicks** email offer.



PLAYER – Application Activation

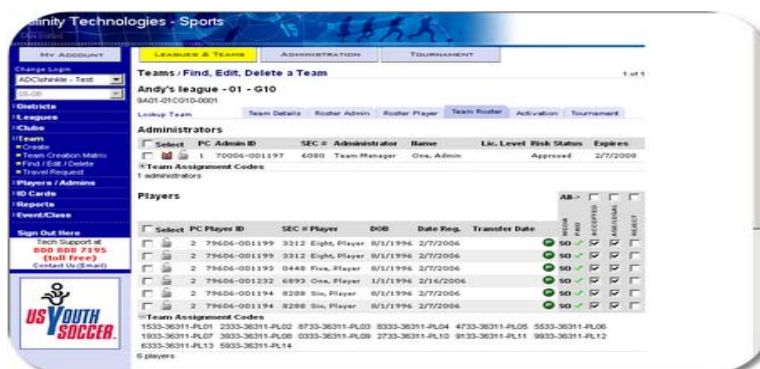
- Player receives email notification that he/she has made the team and they need to activate to complete their application and pay their seasonal fees.
- Player can once again go through the league/club website, [Click](#) registration. Under Tryout they [Click](#) **HERE** to Activate Application under Tryout.
- Player enters the activation code that was in the Player Offer email and [Clicks](#) continue to complete and activate their application.



Team Assignment Codes – [This feature must be configured by the league/club under Registration/Fields. Team Assignment codes are entered on the Family Member List screen if set up to show as field.]

If players did not register Online for tryouts the coach can provide the player a Team Assignment Code if they make the team.

- Coach logs on to My Account
- Under Teams **Clicks** "edit" this will open the team roster screen
- **Click** [+] located under the player list to view the team assignment codes for the team.
- Coach then provides his/her players with one of the team assignment codes and instructs the player to register online with the Team Assignment Code.
- Players already registered can do this from the Parent's My Account area.



Note: Once a Team Assignment Code is used it is removed from the list. Codes can only be used once.

